



Thrive Course Designer

Start Date & Wage:

Contract Position (estimated 40-50 hours)

Start Date: ASAP

Pay: \$ 1200 USD - negotiable

Why this position matters:

Because no child should be abandoned to raise themselves, [A Child's Hope Foundation](#) exists to equip orphaned and vulnerable children with skills, resources, and community so they can improve the trajectory of their lives.

Our Thrive Program exists to ensure that there are indeed safe places for children to be cared for. Understandably, because of corruption in the orphan care system, people often don't feel confident in donating to orphanages because they question if their investment is truly helping the child. Using our "Thrive Assessment" based on the United Nations' Rights of a Child, we do the work to ensure that the homes we work with are truly safe places with leadership focused on the well-being of the children.

ACHF is expanding at a rapid pace as interest and desire for the Thrive Program reaches new areas of the globe. We are finding that there are talented, experienced organizations throughout the world who have been serving the orphaned and vulnerable children space for years who are eager to utilize the Thrive Program so they can help raise the standard of care for kids everywhere. Our team simply does not have the bandwidth to train all of the organizations who desire to implement this program.

What this role is all about:

ACHF is looking for a talented instructional design intern or contractor who can transform very basic training and curriculum into an effective self-led training course in Google Classroom. This project will need to be completed by **June 30, 2024** and is anticipated to take between 40-50 hours. This position has the potential to grow into long-term employment with A Child's Hope Foundation, if the fit is good for all parties.

EXPECTED OUTCOMES

Course Content:

- Module 1: Overview of ACHF (~15 minutes)
- Module 2: Deploying the Thrive Program (~60 minutes)
- Module 3: Conducting the Qualifying Assessment (~30 minutes)
- Module 4: Administering the Thrive Assessment (~90 minutes)
- Module 5: Creating the Improvement Roadmap (~90 minutes)

For each module:

- Self-led training that includes videos & slide deck
- A self-check element (quiz or form)

Reference Guide:

A designed Thrive Team Reference Guide with information from each module and associated “How to” documents (pre-existing ACHF documents). Help compile and organize the various elements, including Module components, into a usable Reference Guide.

Required Skills:

- Prior experience with instructional design for online learning
- Familiar with Google Classroom
- Motivated to help children around the world
- Open to a collaborative relationship. There is nuance in the training that will be impossible to capture without regular communication and coordination.
- Ability to turn minimal content into comprehensible self-led training. We encourage and expect you to push, ask questions, clarify, and make recommendations. This will NOT be a contract where we give you X and you turn it into Y. We anticipate that it will be iterative and that you will play a critical role in helping to effectively package essential information.
- You can laugh, be positive, and enjoy the work. Though we take our work very seriously, we try not to take ourselves too seriously.

Things to keep in mind:

This training course should be:

- Geared to an international audience
- Easily translated into other languages
- Prepared at a 7th or 8th grade reading level
- Adaptable across various cultures
- Formatted for access on both smartphone and computer
- Ideally accessible offline
- Created in Google Classroom as ACHF does not currently have a Learning Management System

Resources we will provide:

- Slide Deck
- Photos
- Graphic design team. You will need to be able to block design a slide, create an infographic, etc. ACHF Design team is to provide final gloss.
- Weekly (or more frequent as needed) 1:1 meetings with ACHF
- Recordings of the Training Modules

A note from the Executive Director:

If you want to apply for this job, the following should be true of you:

- You need to take initiative and be willing to make mistakes. We've failed lots in the past and try to make new mistakes every day because we believe that is how you learn the quickest. You need to trust us to be cool and you need to be vulnerable.
- You aren't assumptive, you look for clarity and don't mind looking ignorant because you care more about being valuable than looking smart. You will understand why you are doing what is asked of you because you know we expect you to use your brain and make judgment calls regularly.
- You are crazy-organized and productive. Maybe you've read Getting Things Done by David Allen and you've made it your own (that would probably make you a shoe-in candidate).
- You should know yourself pretty well - knowing your strengths and weaknesses (bonus points if you include your top 5 strengths from Gallup's Strengthsfinder assessment in your cover letter).
- You should be confident and friendly, not intimidated by others. You should be direct and to the point and not worry about hurting our feelings (but don't be mean).
- You need to be task oriented and love knocking things off your checklist. This is a big one.
- You should be able to read this list of tasks and competencies and figure out how to present yourself in a personal letter to us explaining why you would likely be a great fit (even though you may be missing one of the attributes we are looking for). You would be able to know what would count as evidence that you are smart and capable enough to roll with us. If you just send a resume and not a cover letter you won't hear back from us because you aren't a careful enough reader to get the job (though you read this far, so you obviously will include it).

About Us:

Because no child should be abandoned to raise themselves, A Child's Hope Foundation exists to equip orphaned and vulnerable children with skills, resources, and community so they can improve the trajectory of their lives. A Child's Hope Foundation (ACHF) is a 501(c)3 public charity located in Orem, Utah, USA. Please check us out at www.achf.org and look for us on FB and Instagram.

To Apply:

Email your cover letter and resume to info@achf.org.