



Training Content Developer

Want to work for a non-profit agency which believes in team work, having fun and achieving success? If so, CCRC could be the right place for you!

General Summary:

Under general supervision of the Subsidy Training Supervisor, the Training Content Developer will assist Leadership in the administration and implementation of Subsidy Programs, Title V, DPSS Stage 1 Contract, Funding Terms and Conditions, and Agency policies by developing training content used by Program Trainers.

Successful candidates will need the following:

- Bachelor's Degree preferred in the field of Instructional Design, Training, Education, Learning Management, or related field with a minimum of 3-5 years of related work experience in curriculum development utilizing adult learning principles.
- Solid knowledge of and experience with learning management systems (LMS), course development software, and e-courses.
- Experience with adult learning theories, instructional design models, and job training methods and techniques that would make training materials effective.
- Proficient computer skills with the ability to use current software and learn new software that supports the facilitation of training and development of e-courses, presentations, exams, etc.
- Strong working knowledge and ability in developing a variety of training materials used to present information to both large and small audiences.
- Knowledge of testing and measurement theories to create reliable examinations.
- Enjoy working independently while collaborating with Program Trainers.
- Excellent verbal and written communication skills.
- Discretion in handling confidential information, with the ability to honor confidentiality, work sensitively and supportively with staff.
- Ability to maintain a cooperative, diplomatic relationship with co-workers, supervisors, and managers in all departments.
- Ability to interact effectively with County and State Appeals Coordinators, Consultants, and Auditors on technical aspect of DPSS Stage 1 Contract, CDE Title V, Funding Terms and Conditions, and Agency Policy.

You will have the opportunity to:

- Develop Subsidy Department policy, and best practices.
- Create curriculum that addresses and acknowledges all adult learning principles.

- Maintain and create detailed curriculum and training materials such as training modules, handouts, PowerPoint presentations, and quizzes/exams for a variety of agency departments.
- Manage multiple program development projects simultaneously by prioritizing deadlines and consistently ensuring timely completion.
- Maintain knowledge of DPSS Stage 1 Contract, CDE Title V, Funding Terms and Conditions, Agency Policy and how this information integrates within each Subsidy Department.
- Develop and maintain knowledge of NoHo, LRS and LMS database systems.
- Provide reports detailing project status, training materials, challenges, and outcomes.

To join our team ... visit our website at www.ccrcca.org/work-at-ccrc and select "View Our Current Job Postings"

CCRC is a one of the largest and widely respected non-profits in California. We cultivate child, family and community well-being through our creative, informative and supportive programs and services. Our 700+ member team serves over 35,000 children and families each month in Northern Los Angeles and San Bernardino Counties.

CCRC offers a comprehensive employee benefits package which includes: Medical, Dental and Vision insurance, Life and Long Term Disability insurance, 403(b) plan, Flexible Spending Accounts, Paid Holidays including Winter Break, Paid Time Off, plus many other supplemental benefits such as, Credit Union membership and Professional Development Opportunities.

CCRC will consider for employment qualified applicants with Criminal Histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

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