



**Position:** eLearning Program Manager  
**Organization:** SBP  
**Reports to:** Chief Strategy and Innovation Officer

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### **About SBP**

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,700 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

### **Position Summary**

This position will develop SBP's resilience and recovery educational programs, identifying and developing opportunities to educate individuals, businesses/employees, NGOs, public institutions and others using SBP's preparedness and resilience training materials.

In this position, you will be responsible for providing technical expertise to assist the design, development, and administration of digital content that leverages the latest technology and adult learning principles. You will achieve this by means of leading the launch and sustainment of digital platforms and systems that provide additional training materials to meet market needs in at-risk and recently impacted communities.

### **Core Objectives:**

- Collaborate with various internal and external partners to plan, develop and roll-out online training initiatives
- Participate in developing and deploying communication initiatives that promote digital educational content and programs while overseeing implementation
- Amplify current and manage existing eLearning training plan and reporting process to support senior key partners to aid the identification and development of additional eLearning materials
- Design and update existing eLearning modules to reflect business objectives
- Develop with SBP's subject matter experts and partners compelling resilience and recovery training content aimed at changing risk-related behavior related to adult learners
- Define targets and drive adoption of SBP's resilience materials with key community partners and business targets in at risk and recently impacted communities including:
  - Set strategic targets for distribution of materials in at-risk and recently impacted communities
  - Drive adoption among target businesses, NGOs, public institutions, and government agencies to reach key audiences
- Develop and implement a measurement framework to assess the impact and behavior change caused by SBP's training content
- Ensure distribution is more accessible to more learners to ensure content is both relevant and effective in reducing risk and increasing resilience among learners.

### **Key Responsibilities:**

- Apply adult learning theories and instructional design skills to develop innovative and blended learning

experiences leveraging technologies and diverse instructional methods

- Implement training strategy to meet organization and business needs
- Manage and maintain SBP's existing resilience academy training materials
- Develop new material that causes risk-related behavior change among adult learners
- Develop a framework for measuring resilience among learners and assessing the impact of SBP's training
- Coordinate and collaborate with national leadership team and across SBP operating sites to maximize the distribution of our training materials with existing and developing partners
- Prepare and deliver compelling presentations to a wide range of audiences
- Remain abreast of new ideas, upcoming events and trainings, and relevant activities related to disaster preparedness, resilience, and recovery

#### **Management and Organizational Responsibilities:**

- Collaborate with SBP employees at operating sites to achieve organizational and departmental objectives
- Complete all activities with a sense of pride and ownership
- Demonstrate leadership and accountability in interactions with team members
- Participate in company-wide events, such as meetings and socials (we recommend moving this to interview process, not necessary to keep here)
- Display strong commitment to SBP's mission, values and ethos of innovation

#### **Qualifications:**

- 3 - 5 years' experience in disaster management or a related field
- Experience creating and distributing compelling content for adult learners
- Experience managing third-party vendors to manage eLearning initiatives
- Experience with eLearning and learning management system administration and support
  - Articulate/Articulate Rise 360
  - SCORM 1.2, SCORM 2004
- Deep familiarity with the role of government/nonprofits in disaster preparedness/recovery
- Excellent written and verbal communication skills, effective interpersonal and teamwork skills
- Tech and social media savvy
- Ability to be solution oriented and creative when solving problems
- Ability to cultivate strong working relationships with a diverse array of partners
- Ability to work in a startup environment and run projects independently

#### **Performance Expectations:**

The individual is expected to:

- Translate broad goals into achievable steps to plan, design and implement eLearning plans and educational programs
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Maintain a flexible work schedule to meet organizational goals.
- Adhere to the highest ethical standards in management and governance.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.

- Demonstrate commitment to continued professional growth and development.
- “Doer” personality, self-organized to help set and manage appropriate expectations
- Open and pro-active mindset, big picture thinking with ability to stay focused
- Demonstrates creative, practical problems solving and analytical skills

To apply, please submit a cover letter and resume by clicking [here](#).

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*