



The Living Scripture Institute

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Rachel's Vineyard Grief to Grace Duty to Heal

WE ARE SEEKING A Program Development Director

The Living Scripture Institute was founded to sustain the training and educational needs of our Leadership teams for our psychological and spiritually integrated trauma treatment programs branded:

Rachel's Vineyard – Healing the Pain of Abortion <https://www.rachelsvineyard.org>,

Grief to Grace – Healing the Wounds of Abuse <https://grief-to-grace-lsi.squarespace.com>,

Duty to Heal – Finding Peace for a Soldiers Heart [Retreat Programs – Living Scripture Institute](#), as well as others in development.

Our charter is focused on:

1. Continuing to establish internationally sustainable and accessible training and education for the certification of:
 - a) Mental health professionals
 - b) Clergy and religious institutes engaged in the pastoral care of souls
 - c) Volunteer facilitators
2. Implement awareness initiatives to decrease stigma around the issues we address & promote compassionate community responses to those we serve.
3. Develop enduring life affirming/pro-life leadership teams to facilitate our models of healing around the world. Our programs are currently offered in close to 80 countries and 34 languages.
4. Create a bedrock for new retreat programs which utilize unique sensory based “Living Scripture” meditations, exercises and rituals for grief work.
5. Contribute to the mental health field with research and education on the integrated psychological and spiritual treatment of trauma.

Full Job Description

The program development director will be responsible for implementing and utilizing an online educational platform. To design and develop Instructor-led (ILT) virtual learning modules for frontline staff and service providers to support our strategic goals and the training needs of our ministry teams. Ensure the smooth and effective functioning of eLearning modules and special projects starting from, but not limited to, managing, designing, developing, coordinating, and conducting technology-related eLearning programs. In this role, you will collaborate with

subject matter experts and then develop engaging and accessible tools for learning assessment that include testing, multimedia assets and promotional materials for certification levels.

Under general supervision of Founder and Operations Manager, the Program Development Director will be responsible for initiating and providing consultation and support services to member organizations; working in partnership with local and international organizations to build and grow their capacity to serve those suffering from trauma.

Specific Responsibilities:

- Partner with trainers and clients to assess, design, develop, and implement innovative and effective blended training programs
- Manage training initiatives, ensuring timely delivery to budget for all training.
- Coordinate development of assigned courses and programs, maintain communication between internal and external program/project partners and ensure documentation is kept and deadlines fulfilled.
- Create and/or collect multimedia assets/video content for online courses. This may include animation development, support graphic creation, video editing & captioning.
- Design performance support tools and support documentation and procedures
- Create and maintain high quality relationships with professional and volunteer leadership teams at our retreat program sites.
- Promote attendance of organizations' leaders in assigned service area for appropriate learning opportunities including Regional, National and International Leadership Conferences.
- Provide online support and technical assistance to communities.
- Film and participate in state, regional, and national staff meetings and conferences.
- Assist with other projects and assignments as requested.
- Ability to commute and/or work from home near King of Prussia, PA. Some travel required.

Qualifications

- Video editing and production
- Website Integration with online platforms
- Minimum of 3-5 years' experience developing supportive training materials
- Working knowledge of HTML/CSS
- Experience designing and developing leadership training, psychological/clinical content, soft skills and/or software training
- Fluency in Spanish a plus!

Education & Experience

- Bachelor's degree or higher in Instructional Design, Learning Design, Instructional Technology or a related field or comparable experience.
- Minimum 1 year designing and implementing blended learning
- Expertise in executing/supporting instructional technologies and applications for engagement, learning and assessment within a learning management system.
- Strong project management and problem-solving skills, superb attention to detail
- Comfortable engaging with professionals, learners, and trainers
- Knowledge of relevant software and demonstrated skill in at least 3 of the following areas: Audio and/or video recording & editing, Graphic design, eLearning development, development of reference manuals and Quick Reference Guides.
- Fluency with standard practices of various facets of training delivery and multimedia design, instructional design, adult learning techniques, learning management systems, and eLearning authoring tools

Skills

- Builds trust and rapport quickly; Relates well to people of varying backgrounds and personalities; shares information in an open and transparent fashion; Is tactful and respectful; Has a network of contacts a plus; Addresses conflicts constructively; maturity and flexibility. Must have good reasoning abilities and sound judgment. Communication skills must include excellent speaking and writing skills.

**If you are interested in this position, please email your resume to:
LSi@LivingScriptureInstitute.org**