



Boston, MA

Request for Responses	e-Learning Designer and Developer (Hybrid)
Department	YouthWorks
Date	November 2023

We Are: [Commonwealth Corporation](#) (CommCorp) is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education, and workforce organizations. Our primary goals are:

- To build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment.
- To upgrade the skills of workers to meet specific employer skill demands leading to more productive and competitive businesses, job growth, retention, upgrades, and wage gains; and
- To increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

The YouthWorks Program: YouthWorks provides Massachusetts teens and young adults with a chance to learn, work, and thrive. YouthWorks helps its participants gain the needed skills and experience to enter the workforce and begin to design a path toward sustained success. YouthWorks serves 14-25-year-old, income eligible teens and young adults, from 31 Massachusetts cities have participated in one of the few state-funded youth employment programs in the country.

CommCorp has created a well-recognized, evidence-based career exploration, work readiness curriculum and initiative called **Signal Success** that participants of the YouthWorks program engage in. **Signal Success** has been created and used for external programs and partners.

Description

YouthWorks is looking for an accomplished **e-Learning Designer and Developer** to support the re-design of the program's signature **Signal Success**, work readiness, curriculum. It is widely used throughout the state of Massachusetts by YouthWorks participants ages 14 - 25. The curriculum is 10 years old and in need of upgrading to address the modern, soft skills, needs of participants in a changing economy. We are looking to use enhanced technology to bring the self-paced curriculum to life, offering a high level of interaction, engagement, and evaluation.

An interested consultant(s) must be proficient in e-Learning design and development using Articulate Storyline 360, including designing assessments and experience in instructional design, virtual and in-person curriculum and training development methodologies, and experience with Learning Management Systems (LMS).

Scope of Work

- Assist with design and development of the program's work readiness *Signal Success* curriculum, 20 modules
- Provide coaching to current curriculum and content specialist in the areas of e-learning development using Articulate Storyline 360
- Provide best practices input and recommendations for creating innovative and engaging work readiness e-learning content, tools and resources for teens and young adults
- Assist with the development of evaluation and assessment strategies to ensure learning objectives and programmatic goals are met

Knowledge, Skills, and Abilities

- Experience with teen and young adult workforce development and school to career programming
- Strong understanding of curriculum development and training tools
- Experience with Learning Management Systems (LMS)
- Project planning and management
- Experience applying youth and adult learning principles and instructional design best practices
- Commitment to diversity, equity, and inclusion

Minimum qualifications

- B.A. degree in related field(s), (instructional design, training, and development). Experience and certificate work may substitute for education
- Experience in workforce development, instructional design, and teaching
- Proficient in e-Learning design and development
- Expertise using ADDIE or other curriculum design model
- ADT or related certification
- Experience with Articulate 360 platform
- Experience working with diverse populations
- Experience in graphics, templates, icons, and other multimedia throughout the instructional design process and e-Learning development

Project Timeline: Project will begin January 2, 2024, and is intended to be completed by May 1, 2024.

Applying: Submit a written proposal to youthworks@commcorp.org includes the following:

- Qualifications, including:
 - Sample work portfolio or previous work
 - Customer references of previous work
- Process
 - Instructional design and development approach
 - Evaluation and assessment development approach
 - Platforms and/or tools used
 - Project management approach
- Pricing model

Deadline: Submissions due on or before December 1, 2023. All proposals will be reviewed and evaluated. Final selection will be made by December 15, 2023. Contract start date projected for January 2, 2024