

Posting Information

Position Title: Online Course Coordinator | **Position Type:** Full-Time Employment

Position Location: Lehi, UT (In office only, not remote) | **Position Pay:** \$30,000-\$35,000 DOE (S6)

Hiring Manager: Mark Hartvigsen | hr@youniquefoundation.org | 385.345.4556

Foundation Purpose

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents to protect their children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Responsibilities

We are seeking someone with excellent online skills who can positively interact with survivors of childhood sexual abuse after they have attended The Haven Retreat. Each week, our team teaches ten to twelve live online classes to reinforce and encourage application of education that starts at retreat. In addition to these live classes, we provide ongoing support to our participants through various forms of communication: email, text, phone, etc. We are responsible for both designing and delivering the content in our course. As a Post-Retreat Course Coordinator, you will encourage personal growth and healing for our clients by 1) teaching and moderating weekly online educational webinars; 2) providing course support services, including resolving technical issues; and 3) monitoring clients' needs, concerns, and progress both in and out of class. We deliver content to clients electronically, but you will work on site at our headquarters in Lehi, UT.

Job responsibilities:

- Provide support for post-retreat clients. Support will include things like teaching webinars and communicating through email and chat.
- Help brainstorm, develop, implement, and maintain the online course.
- Increase knowledge in areas of instruction.
- Show flexibility in work schedule, **including working evenings and Saturdays**, to provide support.
- Ensure online education adheres to industry best practices, including meeting HIPAA standards.
- Facilitate a safe online learning environment for healing.
- Identify and address crisis situations through appropriate help.
- Coordinate with retreat case managers, therapists, and staff when necessary.

Qualifications

Educational/Professional

- A bachelor's degree or equivalent work experience

Experience

- 1 year in human service role or equivalent
- 1 year in an education role

Skills

- Computer literacy
- Excellent facilitation and classroom management skills

- Excellent written and verbal communication skills
- Ability to establish rapport with clients
- Ability to adapt with growth and change

Preferred Qualifications

- Online teaching experience
- Learning management system experience
- Nonprofit and/or healthcare experience
- Fluency in Spanish