

**Contract Posting #: SD1272022AD**

Posting Date: August 23, 2022

Closing Date: Open Until Filled

Contract Opportunity	<b>Program Lead - HomeLearners Network</b>		
Team	HomeLearners Network	Team Lead	CEO and President
Summary of the Opportunity	<p>Join a new and exciting program as Lead of our <a href="#">HomeLearners Network</a> (HLN)! HLN provides families with high-quality educational activities and experiences on a custom developed online platform.</p> <p>As the HLN Lead, you'll oversee and coordinate:</p> <ul style="list-style-type: none"> <li>• Operation and administration of the HLN program.</li> <li>• Development of educational activities.</li> <li>• Development of the online platform.</li> <li>• Program budgeting and expense forecasting.</li> </ul> <p>This is an 11 month contract opportunity, from October 2022 to July 2023, with the potential for renewal.</p> <p>To be successful in this role, you are a skilled communicator with proven experience leading teams to deliver programs or projects, ideally in e-commerce and education technology.</p> <p>You have strong planning and organizing skills, experience using agile project management practices, and are comfortable executing multiple complex tasks. You are a customer focus champion that naturally builds and deepens relationships with team members and program partners.</p>		
Work Environment	<p>We are a remote organization.</p> <p>We operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 6:00 pm.</p> <p>You set your own hours of work, between the business hours noted above. You also need to be available for occasional online meetings during these same hours. Meetings are scheduled in advance.</p>		
Timelines	<p>Contract start date: October 3, 2022 or as soon as possible.</p> <p>Contract end date: July 31, 2023.</p>		
Fee	\$6,250 - \$7,083 per month depending on experience.		
To Respond to this Opportunity	<p><b>Read the contract details below.</b></p> <p><b>Email a cover letter and your resume to <a href="mailto:opportunities@selfdesign.org">opportunities@selfdesign.org</a>.</b></p> <p>In your cover letter tell us:</p> <ul style="list-style-type: none"> <li>• Why you are interested in this contract opportunity.</li> <li>• About your availability, particularly if you have other commitments.</li> <li>• How you have successfully provided similar services to our request in a comparable work environment.</li> </ul> <p>We are excited to see responses and will review them as they are received.</p>		

Contract Details		
Oversight	You will work at the direction of the Chief Executive Officer.	
Services Required	Oversight and coordination of the HLN program's operation and administration including: <ul style="list-style-type: none"> <li>• Program design and content.</li> <li>• Development of educational activities.</li> <li>• Team resource planning and management.</li> <li>• Program communications, marketing, and promotion.</li> <li>• Development of the online platform.</li> <li>• Program budgeting and expense forecasting.</li> </ul>	
Competencies	<ul style="list-style-type: none"> <li>• Team Leadership</li> <li>• Managing complex programs</li> <li>• Managing program risk</li> <li>• Managing project execution</li> </ul>	<ul style="list-style-type: none"> <li>• Fostering collaboration</li> <li>• Fostering communication</li> <li>• Digital Literacy</li> <li>• English Literacy</li> </ul>
Experience and Credentials	<ul style="list-style-type: none"> <li>• Demonstrated skills, knowledge, and experience managing programs and projects, preferably in the education-technology area.</li> <li>• Demonstrated skills, knowledge, and experience in ECommerce and agile project management practices.</li> </ul>	
Mandatory requirements	If you are offered and accept this contract opportunity, you will need to: <ul style="list-style-type: none"> <li>• Undergo a Criminal Record Check at your own expense (approximately \$28).</li> <li>• Take the SelfDesign online privacy and security fundamentals courses (approximately 1 hour per course).</li> </ul>	

## About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity incorporated as a not-for-profit organization in the province of British Columbia. We offer education programs that support learners, families and educators in creating what matters to them in their lives, through effective educational methods in alignment with the principles of SelfDesign. SelfDesign is a leading model for natural and personalized lifelong learning.

### Working with us

Everyone who works with SelfDesign works remotely using online technology.

**We** provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone.
- Google Drive, Docs, and Sheets.
- Zoom for video meetings/conferencing.

**You** provide and use:

- Your own securely set-up computer.
- Reliable and secure internet connectivity.
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at [www.selfdesign.org](http://www.selfdesign.org) and read our [Community Report 2021](#).