



United  
Methodist  
Women  
FAITH • HOPE • LOVE IN ACTION

<b>Consultant:</b>	Distance Learning Consultant
<b>Department:</b>	Transformation
<b>Customer:</b>	Distance Learning Coordinator
<b>Location:</b>	475 Riverside Drive, 15th Floor, New York, NY 10115
<b>Hours:</b>	Flexible
<b>FLSA Status:</b>	1099

**TO APPLY**

Send Resume/Cover to [employment@unitedmethodistwomen.org](mailto:employment@unitedmethodistwomen.org) with  
**DISTANCE LEARNING CONSULTANT: (Your Name)**  
in the subject line

**About United Methodist Women**

United Methodist Women - National Organization is the policy-making body that manages and oversees the programs and projects of United Methodist Women (UMW). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UMW builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

**Summary of Responsibilities**

The Distance Learning Consultant assists with writing curriculum and scheduling courses of online learning programs for United Methodist Women, its Board of Directors, Program Advisory Group and members at-large. The Distance Learning Consultant is an expert and quick learner of the software and equipment used for distance learning. They have the ability to train staff to adapt curriculum and assignments to online learning methods.

The Distance Learning Consultant helps to determine equipment and software needs, and continuously build quality assurance while helping instructors and users manage technical issues and organizational requirements.

Position involves some administrative tasks, scheduling courses, analyzing data and writing reports to document distance learning participation and goals.

**Special Requirements**

- Ability to travel to meetings and conferences related to Distance Learning
- Ability to meet a flexible schedule, if necessary;
- **Must be fully vaccinated for COVID-19**

**Essential Job Functions (other related duties may be assigned)**

**Support with LMS**

- Enrollment of learners
- Course reminders
- Monitor discussions and other responses, as needed
- Course surveys
- Course updates
- Support for staff developing courses

**Webinars**

- Recruitment, training and for tech hosts
- Support facilitation of webinars

**Members**

United Methodist Women is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Methodist Women at the sole discretion of management.

<p>Staff</p> <p>Special Projects</p> <p>With DL Coordinator</p>	<ul style="list-style-type: none"> <li>○ Attend to DL email</li> <li>○ Training: Primarily on basic use of video conferencing platform and LMS for adult learning</li> <li>○ Take part in conversations, meetings and planning for course/program development</li> <li>○ Proof courses</li> <li>○ Reading Program w/Mighty Networks</li> <li>○ Staff Liaisons</li> <li>○ Assembly</li> <li>○ LDD</li> <li>○ PAG/BOD</li> <li>○ Research/plan for implementation of LMS, best practices</li> <li>○ New course/training development</li> <li>○ ADA Compliance</li> <li>○ New brand compliance</li> </ul>
<p><b><u>Necessary Skills</u></b></p> <p>Reporting Skills, Education Writing Skills, Microsoft Office Skills, Analyzing Information, Professionalism, Problem Solving, Strong Verbal Communication Capability, Organization Skills, Attention to Detail, PC Proficiency, Dependability, Ability to Prioritize and Multitask.</p>	<p><b><u>Critical Competencies</u></b></p> <ul style="list-style-type: none"> <li>• <b>Attention to Detailed and Accuracy:</b> Demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to immediate performance improvement.</li> <li>• <b>Time Management:</b> Meets productivity standards and completes assigned work in a timely manner.</li> <li>• <b>Adaptability and Flexibility:</b> Adapts to changes in the work environment, manages challenging demands and is able to navigate through frequent changes, delays or unexpected events.</li> <li>• <b>Dependability:</b> Consistently at work and on time, follows instructions, responds to managements' direction.</li> <li>• <b>Technologically Savvy:</b> Comfortable with technology and able to learn new platforms quickly.</li> </ul>
<p><b><u>Qualifications</u></b></p> <p>All requirements are subject to possible modification to reasonably accommodate individuals with a disability.</p> <p>The ideal candidate for this position will possess the following:</p> <ul style="list-style-type: none"> <li>• Associate degree (or higher) with 3(+) years of education and/or online education experience.</li> <li>• Ability to utilize and be fluent in data base and online education platforms</li> <li>• Proficiency with Microsoft Office, Google Drive, PowerPoint, Outlook, SharePoint</li> <li>• Basic understanding of data-driven instruction (added 2.14.22 AW)</li> <li>• Proficiency with and/or comfortable quickly learning web-based applications (i.e., Survey Monkey, Wufoo)</li> <li>• Possess the ability to think “outside the box” and to lead and manage change in a positive and inclusive manner and work effectively with ethnic, cultural and diverse student populations</li> <li>• Highly developed verbal/written business communication skills in English</li> <li>• Experience with training adults</li> <li>• Critical thinking skills</li> <li>• Flexibility, self-starter, ability to work with change, and strengths in innovation</li> <li>• Strong collaboration and communication skills</li> <li>• Proactive thinking with detail-oriented and creative problem-solving approach</li> </ul>	

United Methodist Women is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Methodist Women at the sole discretion of management.