



LA's BEST Afterschool Enrichment Program  
Job Title: Online Learning System Coordinator  
Reports to: Director of Staff Development

### **Position Summary**

The Online Learning System Coordinator is a key player in the successful implementation and sustainability of the professional development online learning platforms utilized by LA's BEST staff (i.e. MyPLN and Moodle). Under general direction and collaboration with the Staff Development Department, this team member uploads content, ensures its continuous functionality, and offers technical support and other services as needed.

**This is a 2-year position with the potential for continued funding.**

### Responsibilities

Responsibilities include, but are not limited to:

- Coordinate the launching of content with MyPLN representatives, adhering to LA Unified School District process/guidelines that include uploading/testing internally and submitting to MyPLN for review within the identified timeframes.
- Support in the creation of language and messaging related to assigned content/courses (i.e. course instructions, email announcements).
- Upload/integrate content to the Learning Management System (LMS), including courses, calendar events, dashboard announcements, communications, etc.
- Collaborate with the Staff Development department to establish, implement and refine content development request and intake processes.
- Ensure the technology works and learners have what they need to access the learning
- Provide general IT support and troubleshooting to users.
- Serve as a liaison to software/service vendors.
- Submit support tickets through the vendor support portal when applicable.
- Maintain open lines of communication with the Staff Development and Technology Departments to relay relevant updates and info.
- Generate reports and track data as requested.
- Synchronize data with external systems (i.e. LA's BEST database) for payroll, etc.
- Set user permissions and complete other administrative tasks as needed.
- Keep up with general site maintenance.
- Other duties as assigned.

### Minimum Requirements

- An understanding of and commitment to LA's BEST values
- Familiarity with criteria for quality after school programs and the youth development philosophy toward engaging children
- Proficiency in online learning management system software (e.g. Cornerstone; Moodle)
- Experience with eLearning software and tools (e.g. Articulate, SCORM)
- Knowledge of platform user experience methods and engagement strategies
- Ability to work effectively both independently and as part of a team
- Excellent attention to detail
- Ability to work under pressure and manage multiple tasks



### Other Requirements

- Valid California driver's license and use of vehicle with proof of insurance
- Reliable transportation and ability to travel to multiple sites within the Los Angeles Unified School District
- Eligible to accept LA's BEST/City Hall assignment
- Willingness to work occasionally on weekends
- Current CPR and First Aid certification
- Must be fully vaccinated against Covid-19 and provide verification of vaccination status as part of the hiring and onboarding process prior to an official offer of employment

LA's BEST is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression and any other characteristic protected by applicable law. LA's BEST believes that diversity and inclusion among our teammates is critical to our success as an organization serving Los Angeles, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Salary range: \$58,000 - \$60,000 annually, with a benefit package.

How to Apply: Interested candidates should submit a resume with a cover letter (required) with references to [lasbest@lacity.org](mailto:lasbest@lacity.org). Cover letter should describe qualifications for this position and successful experience. Please include "**Online Learning System Coordinator**" in the subject line.

***DEADLINE: October 10, 2022 – 4:30 p.m.***