



Job Description:	Research & Instructional Design Project Coordinator
Reports to:	Executive Director
Date Revised:	11/9/2023
Salary Range:	\$61,000-\$64,000
Office:	3411 W. Diversey Ave., Chicago, IL 60647 (hybrid-work schedule, minimum three days in-person)
Classification:	Full-time, exempt, permanent position
Benefits:	MR currently pays for 85% of the premiums for company provided health insurance, and 70% for added premiums of family members; Dental; Life/disability insurance; 401(k)

To Apply: Given the nature of the position, in addition to a resume, applicants will be asked to submit a cover letter and at least 2 additional writing samples. Writing samples should demonstrate the applicant's research report writing and/or instructional design experience. Send cover letter, resume and writing samples to David Robinson, drobenson@mfgren.org.

Organization Overview: Manufacturing Renaissance (MR) is a Chicago-based nonprofit organization, founded in 1982. MR's mission is to advance inclusive sustainable development anchored in manufacturing. MR operates through two program areas: 1) Career Pathway Services: expose, inspire, train, and prepare youth for career track jobs in manufacturing; 2) Manufacturing Ecosystem Services: expand the coalitions, technical assistance supports and policies that support manufacturing-related programs that advance inclusive, scalable, sustainable development. We are a small but growing organization looking for purpose-driven professionals who wish to grow with us.

Position Description: The **Research & Instructional Design Project Coordinator** will first be responsible for updating and expanding upon research that supports our initiatives including the Community Wealth Building project, specifically the Early Warning Network manual. Secondly, this person will support the development of related instructional workshop materials for community/economic/cooperative development practitioners on the opportunities for manufacturing business development, ownership succession and industrial retention. The outcomes of the Research & Instructional Design Project Coordinator will include a published manual, instructional workshop curriculum including multi-media materials to support our regional work and to serve as a resource to groups interested in similar work nationally. Additionally, this person will become an important part of MR's team, collaborating with the senior staff to help us produce other high-quality reports and instructional materials and community engagement activities that expand the visibility and reach of our programmatic initiatives.

Essential Duties and Responsibilities

1. Provide research, writing to support report and instructional design development for MR programs including Manufacturing Succession Solutions, Chicagoland Manufacturing Renaissance Council, Career Pathway Services, and other initiatives as needed.
 - a. Become fluent in MR's theory of change, programmatic and strategic history that informs current initiatives.
 - b. Research, writing, editing, and formatting of manual and training materials. Includes updating literature reviews, citations, drafting different formats of content for different audiences,

incorporating multiple media resources towards enhancing audience engagement and content utilization.

- c. Using source material to develop workshops that incorporate mix of academic and popular education instructional formats engaging diverse audiences.
2. Support program operations as time and needs allow, tasks may include management of program activity calendars, coordinating logistics for meetings and activities, taking meeting minutes, preparing agendas, and meeting materials, workshop and event planning support, Salesforce data entry, assist with reporting and proposal writing.
3. Participate in program related strategy and planning discussions. Assist senior staff in anticipating, investigating, and troubleshooting in any strategic opportunities, partnerships or barriers that may emerge during program implementation.

EDUCATION AND EXPERIENCE

- **Education:** Graduate degree strongly preferred. Degree that requires completion of defended thesis or capstone project completion.
- **Required Experience:** Has several examples of professional papers, articles, reports, or other publications; Has significant demonstrable instructional design, teaching and/or workshop facilitation experience; Has significant demonstrable experience working on community or economic development, or cooperative development, or organizing and/or other movement building efforts.
- **Preferred Experience** – Previous experience working in Chicago with an understanding of the political and organization landscape, experience working in or with worker-owned enterprises and/or manufacturing companies, experience in business and entrepreneurial development, experience event planning.

QUALIFICATIONS

- Must be COVID-19 vaccinated and willing to update vaccinations per federal and/or local public health recommendations.
- Excellent written skills, i.e., must have excellent grammar and spelling, research experience writing reports, proposals and/or curriculum with attention to detail and aesthetics of content.
- Excellent computer literacy skills, i.e., must have experience using Microsoft Office suite apps.
- Excellent verbal communication skills, communicate complex ideas to diverse audiences.
- Excellent social media user skills, able to create or translate work products into social media friendly formats and post to increase visibility and engagement towards supporting projects.
- Preferred experience with Salesforce, WordPress webpages, Constant Contact, Zoom/Teams video conferencing and organizing online events.
- Background check required, will hire individuals with backgrounds on a case-by-case basis.
- Must be comfortable working in teams, proactive in asking for support when needed.
- Must be comfortable in good-faith debates of ideas, willing to participate in thought leadership activities, strategic discussions.
- Comfortable in dynamic, often fast-paced environments.
- Has experience working well in multi-cultural/racial environments. Conversant in racial/social justice and equity.