CleveLawn is a local non-profit organization that was established in 2019. Our mission is to reduce violence and poverty throughout Cleveland. With our workforce development model, we help these communities by training them with the skills and behaviors required for success in workforce. CleveLawn focuses on breaking down the barriers of entry for second chance citizens, individuals in long term recovery, and at-risk youth. Our vision is to beautify and sustain marginalized communities in the greater Cleveland area.

A curriculum manager manages the design of the curriculum for various training and learning programs for an audience of employees or staff members. Curriculum Project Manager will serve as part of a team that is focused on designing the courses and programs of the operations of CleveLawn-Home as well as providing training and support for staff and employees.

**Job Description**

**Position**: Curriculum Manager

**Status**: Part-time, up to 20 hours per week

**Salary**: Unpaid, credit offered upon completion of the internship

**Duration**: Spring 2023

**Reports To**: Director of Programs and Human Resources

 Responsibilities:

* Develop a 12-week training curriculum designed for new employees
* Be responsible for creating and updating procedure documentation (style guides) to have a standardized set of rules for consistency and accuracy in content
* Communicate with other leads and project management to stay up to date on project priorities and changing information
* Fulfill other project related duties as assigned; and maintain positive working relationship with all staff and customers

Qualifications:

* Currently enrolled in bachelor’s degree program or higher. Preferred fields of study: educational seeking degree
* Solid technical, practical, and demonstrable skills with Microsoft Office Suite including Word, Excel and PowerPoint and Google workspace tools
* Detail and process improvement oriented
* Excellent communication, interpersonal and client-facing skills

Please send resume and cover letter to Devon Ventura, Director of Programs and Human Resources at Dventura@Clevelawnohio.org.