



Curriculum and Content Manager

Hours: Full-time – Level 13 position

6/24

Line of Authority: Responsible to GEMS Executive Director; supervises Content Creator/Program Assistant

Work Schedule: 40 hours per week (salaried)

On-site

Position Summary: Reporting to the Executive Director, the Curriculum and Content Manager (CM) provides oversight, leadership, and direction to all resources for GEMS Clubs, as well as speaking into all other resources, materials, publications, and content leaving the GEMS Global office.

SPECIFIC DUTIES

- Successfully oversees age-appropriate, relevant, biblically-based curriculum and materials that fulfill the mission to help bring girls into a living, dynamic relationship with Jesus Christ.
- Reviews and determines the effectiveness of the current curriculum, creating a long-term scope and sequence for 1st-8th grade.
- Develops and oversees the writing, publication, and revision of all curriculum pieces, including online theme-related resources (i.e. printables, downloads, music, and videos.)
- Assesses readability and biblical accuracy of all content, ensuring the Gospel is presented regularly, accurately, and clearly through GEMS club materials.
- With ED, brainstorms curriculum themes, including theme concept and overview, foundational Bible teaching, verse, and key measurables.
- Coordinates, supervises, and coaches freelance writers, designers, and editors, including establishing project timelines, budgets, and issuing contracts, as needed.
- Provides written copy for the yearly catalog and other promotional pieces describing the curriculum pieces, and how it all fits together.
- Develops, writes, and teaches ReFresh training sessions and corresponding downloadable resources, as needed.
- Stays current in instructional techniques and learning trends, as well as girl interests/issues through professional readings, webinars, workshops, and the research of subject matter experts.
- Serves as a member of the GEMS Management Team.
- Travels to represent the GEMS ministry at clubs, events, and conferences as needed.
- Attends and assists with other events where the staff is involved in leadership roles.
- Various other duties as assigned by the Executive Director.

SKILLS AND ATTITUDES NECESSARY

- A fully devoted follower of Jesus Christ with a passion to see His Kingdom grow.
- Perform responsibilities in a manner consistent with the GEMS Statement of Faith, including upholding the Bible as the authoritative, sufficient, inerrant truth.
- Understanding of children's learning methodologies and best practices.
- Understands today's girls and the unique challenges they face in today's culture.
- Understanding of the Reformed perspective.
- Ability to collaborate with team members to curate content in a meaningful way.
- Ability to manage multiple projects simultaneously.
- Demonstrates excellence in written and verbal communication skills.
- Performs well under deadlines and is detail-oriented.
- Displays a servant's attitude toward helping others and values teamwork.
- Motivates GEMS leaders and contract workers; an organized and kind team leader.
- Ability to travel, as requested.
- This job may require some nights and weekends with notice.

QUALIFICATIONS AND REQUIREMENTS

- Education: bachelor's degree in religious education, religious studies, youth ministry, or equivalent, or have substantial experience with Christian education and youth programs
- Five or more years of experience in curriculum development and writing
- Experienced in managing complex projects
- Excellent interpersonal skills and ability to effectively communicate
- Demonstrated high-level verbal skills for training and communicating new concepts and technologies using multiple avenues