



Learning Management System Coordinator

Wildlife Crime Leadership Initiative (WCLI)

Reports to:	Program Manager, Counter Wildlife Trafficking
Location:	This position can be remote or office-based in one of our country or regional program offices in Asia with a preference for Indonesia or Vietnam
Country Program/Sector:	Counter Wildlife Trafficking
Position Type:	Full-time
Scope/Capacity:	Global

This position is being readvertised. Candidates who applied previously need not reapply.

Background

The Wildlife Conservation Society (WCS) is a US non-profit, tax-exempt, private organization established in 1895 that saves wildlife and wild places by understanding critical issues, crafting science-based solutions, and taking conservation actions that benefit nature and humanity. With a presence in more than 60 countries, WCS has amassed biological knowledge, cultural understanding, and partnerships to ensure that vibrant, wild places and wildlife thrive alongside local communities. WCS have now developed a Wildlife Crime Leadership Initiative (WCLI), a long-term leadership training program to develop the next generation of effective law enforcement leaders, who are committed to protecting wildlife, and who can collaborate across agencies, sectors, and countries to address the illegal wildlife trade.

Role Description

A Learning Management System Coordinator is being recruited to support the coordination of the Wildlife Crime Leadership Initiative (WCLI) Online Learning Management System (LMS), as well as support the administration of learning materials and delivery of courses.

Responsibilities

- **Producing guidelines for enhancing online content on the LMS:** WCS has developed over two hundred lessons covering a range of topics that are ready to be enhanced by different country teams for implementation in different national contexts. The Learning Management System Coordinator will draw on their experience or conduct research into techniques to enhance lessons within the LMS and produce guides so that other WCS teams or their appointees can undertake their own improvements and contextualize content as needed, and then support the development of contextualized courses in the LMS.
- **Enhance lessons on the LMS:** The Learning Management System Coordinator will apply the enhancement methodology documented in point 1 above to lessons within the LMS for the global curriculum. This includes adding translations, videos, graphics, adjusting the instructional design, adjusting activities and anything else that improves the learner's experience. The Learning Management System Coordinator can also update images, videos and graphic materials as required.
- **Maintain repositories of learning materials:** The Learning Management System Coordinator will develop and maintain repositories of learning materials for easy design of new courses, and collaboration with partners.
- **Supporting course delivery through the LMS:** As WCS and partners deliver courses through the LMS, the Learning Management System Coordinator will support the administration of

courses, and where needed, conduct simple formative grading activities using marking criteria provided by subject matter experts and provide regular reports on learner's progress, drawing from outputs in the LMS.

- **Develop frameworks to analyse outputs from the current deliveries:** The Learning Management System Coordinator will collate and analyse learning data through consultation with WCS teams, to inform course evaluations. This may include the development of bespoke dashboards or other reporting tools.

Required Skills and Experience

- Experience with capacity building for counter wildlife trafficking activities, or equivalent experience in adult education and capacity building in other sectors.
- High level of IT competence and digital literacy.
- Excellent English language verbal and written communication skills.
- Ability to research and acquire new skills quickly (specifically IT skills related to eLearning).
- Highly motivated and able to demonstrate excellence in their work.
- Good attention to detail, able to produce high-quality materials.
- Experience working as part of a global, multi-cultural team, operating mostly remotely.

Desired Skills and Experience

- Experience with long-term capacity-building programs related to counter-wildlife trafficking.
- Fluency in a second language(s) would be valuable, particularly Vietnamese, Indonesian, Laotian or Spanish.
- Qualifications or experience related to instructional design and the use of online learning management systems.
- Creative skills, e.g. graphic design, filmmaking, and video editing skills.
- Competence with HTML, SQL, dashboarding and other relevant technical skills.
- Familiarity with online project collaboration tools (e.g. Asana, Trello, Basecamp etc).

How to apply:

Interested parties should submit a cover letter and CV with references to cwt@wcs.org by 22:00 UTC+7 **Thursday 31st October 2024**

Please note that only short-listed candidates will be contacted for interview.

WCS is an equal opportunity employer, and the organization complies with all employment and labor laws and regulations that prohibit discrimination in hiring and ensures that candidates from all backgrounds are fairly and consistently considered during the recruitment process. We are dedicated to hiring and engaging a diverse workforce. We are committed to cultivating an inclusive work environment and look for future team members who share that same value. The organization provides equal employment opportunities for all qualified candidates. The organization does not discriminate for employment based on gender, race/ethnicity, religion, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status, caste, genetic information or any other covered status or characteristic protected by laws and regulations/and similar categories.

It is everyone's responsibility to ensure that we do not tolerate discrimination or harassment based upon a person's membership in one of these protected categories in areas such as recruitment, selection, job assignment, supervision, training, promotions, job grading, transfers, termination, compensation, benefits, educational opportunities, WCS sponsored recreational activities and facilities.

The organization complies with the spirit and intent of relevant local laws and WCS's employment policies.