



Beautiful Broken Vessels Content Development Duties and Roles

Content Development Assistant Role:

The role of the Content Development Assistant, a volunteer position, is to ensure Beautiful Broken Vessels' curriculum and program is in line with the identified emotional and mental needs of young women within our community. The Content Development Assistant is primarily responsible for researching and developing content related to goals and objectives as outlined in each lesson plan. During onboarding, the content development assistant will complete a self-guided training (consisting of videos and weekly check-ins with the development team) over the course of several weeks. You will learn about cognitive behavioral theory, trauma-informed theory, how to develop skills in program/content development, relationship building and diversity and inclusion, ethics and working with youth; as well as be able to apply content knowledge on topics of domestic violence and sexual assault. In addition, Beautiful Broken Vessels will provide ongoing training allowing room for mentorship, professional development and growth. Additional information of duties and responsibilities for this position are provided below.

Your duties as Program Development Assistant:

- Meet with lead developer twice a month as scheduled
- Meet with development team once a month during team meetings
- Create curriculum content in the form of lesson plans that align with module specific objectives and goals
- Demonstrated interest in fostering healthy relationships among self, inner circle and intimate partners
- Respond in a timely manner to lead developer or founder's emails or questions about curriculum
- Attend required training(s) with development team
- Assist in recruiting process for program participants for focus group and program
- Develop a resource folder via webex for participants i.e. relationships, self-care, college prep, resume assistance, information about different community organizations, etc.
- Create and update a course material resource/appendix (i.e. teaching materials or activities)
- A team player with a desire to ensure adolescents and young adult women learn to love themselves, an interest in assisting them form healthy relationships

Responsibilities:

- Requires between a minimum of 3 and maximum of 5 hours that can be flexed throughout the week
- Participate in trainings that are provided by organization to become an effective curriculum contributor
- Prepare well for meetings, being considerate while reviewing and commenting on lessons



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- Engage in self-taught education through independent and informal research
- Be knowledgeable about the organization's values, mission, programs and performance
- Be an ambassador for the organization and promote its work in the community
- Communicate effectively and efficiently to Beautiful Broken Vessels' founder and lead developer as needed to create curriculum
- Ability to develop the curriculum with empathy and a strengths-based approach
- Participate in fundraising efforts to carry out these responsibilities

Qualifications:

- A Bachelor's degree in Social Work, Human Services, Social Sciences, or closely related subject
- Up to a year of prior experience with ladies of domestic violence preferred
- Prior experience of building curriculum; or willingness to complete trainings as needed
- Ability to recognize and understand the effects of intersectionality and positionality amongst young adults within different generations (i.e. millennials, gen-z, gen-x, etc); and how information is processed as they transition into adulthood
- Willingness to self-educate on Strengths-Based Perspective, Trauma Informed theory, and Cognitive Behavioral Theory
- Engage in promoting Beautiful Broken Vessels and encourage focus group participation among those eligible within personal network
- Get to know other team members and build a collegial working relationship that contributes to consensus
- Volunteer/attend special events, at least once per quarter

What you will gain

- Access to mentorship and network opportunities with Masters' level and Doctorate level social service professionals, with the potential to receive letters of recommendations
- Learning the ins and outs of coordinating and managing program development for a community based nonprofit organization
- Knowledge in supporting communities who have experienced, witnessed or have had generational trauma in the home (i.e vicarious trauma, intimate partner violence, rape, domestic violence, etc.)
- Experience developing curriculum on topics of building healthy relationships (i.e with self, inner circle, intimate partners, etc.), setting healthy boundaries and more

****To apply, send a copy of completed application, resume and cover letter to info@beautifulbrokenvessels.org****