

Partners In Health (PIH)

Title: Volunteer Curriculum Writer, Boston
Reports to: Director of Training, Boston
Location: Boston

Organizational Profile:

Partners In Health is a non-profit corporation based in Boston, Massachusetts, whose mission is to provide a preferential option for the poor in health care. Through service delivery, training, research, and advocacy, PIH works globally to bring the benefits of modern science to those most in need. PIH currently has programs in Boston, Haiti, Peru, Russia, Rwanda, Lesotho, Guatemala, and Mexico.

Position Description:

The Volunteer Curriculum Writer will assist the training team in developing and coordinating training curricula on a wide variety of HIV and primary health care related topics. This includes the support of colleagues in PIH project sites worldwide who are developing curricula and training materials. Specifically, the training team has a list of training materials it would like to develop in response to program needs identified within our *accompagnateur* (community health worker) program, and would appreciate the help of a volunteer in creating these resources.

This is a volunteer position and preferably the candidate would be available a minimum of 10-15 hours/week starting as soon as possible.

Overall Responsibilities:

The Curriculum Writer will work with the Boston training team in a curriculum development and coordination role. This volunteer position will include the development and editing of training curricula (facilitator's guides, participant's manuals, PowerPoint slide sets, flipcharts, pocket books) as well as other educational materials for PIH projects in multiple countries. Duties could include:

Develop, review and edit curricula and other training documents in preparation for publication and dissemination (including assessing materials for training flow, formatting, consistency, branding and clarity).

Develop materials according to best practices, adult learning principles, a competency based approach, as well as innovative methodologies used in low-literate communities.

Translate materials where needed (and if possible).

Requirements:

1. A degree in education, health education, public health or a related field. An advanced degree preferred.
2. Experience in designing, developing, and editing training materials for adults.
3. Experience designing and implementing training programs in the area of HIV care and treatment, tuberculosis, sexually transmitted diseases, reproductive and women's health, as well as primary health care (specifically targeted at resource poor, international health settings preferred).
6. Proficiency in French ideal.

7. Demonstrated possession of excellent interpersonal and organizational skills; written and oral communication skills; a solid understanding of adult learning theory, interactive skill building, as well as methodologies used in low-literate and culturally diverse communities.

Salary:

Volunteer