

## CURRICULUM AND CONTENT WRITER – FINANCIAL EMPOWERMENT

### WHO WE ARE

Founded in 1986, Prosper Canada is a national charity dedicated to expanding economic opportunity for Canadians living in poverty through program and policy innovation.

As Canada's leading champion of financial empowerment, we work with government, business and community partners to develop and promote financial policies, programs and resources that transform lives and foster the prosperity of all Canadians.

Prosper Canada does not deliver services directly to people living on low incomes. Instead, we work with public, private and community sector partners to ensure quality financial empowerment supports (including effective policy and regulation) are available to all Canadians with low-incomes across the country.

Financial Empowerment is an integrated set of interventions proven to measurably improve financial outcomes for people living in poverty.

### THE OPPORTUNITY

Prosper Canada is at an exciting juncture – we have a strategy, partners and resources in place to scale proven financial empowerment approaches that will help those living in poverty across Canada to build their financial wellbeing.

A central component of our strategy is to create easy-to-use online tools and content to help people living on low incomes understand financial literacy concepts, access the financial supports they are eligible for, and make complex financial decisions. We are also developing comprehensive program toolkits that frontline personnel can use to deliver financial empowerment supports to people with low-incomes in their communities.

We are looking for a motivated curriculum and content writer to help us make financial concepts and information more accessible and help create simple and user-friendly tools and resources for people with low-incomes and frontline personnel that work with them.

## SUMMARY OF RESPONSIBILITIES

- Support strategic decision-making to define Prosper Canada's suite of online tools and resources to build the financial wellbeing of people living on low-incomes and the staff that support them
- Similarly, support strategic decision-making to define Prosper Canada's suite of comprehensive program toolkits to build the capacity of frontline personnel in delivering financial empowerment support to their clients
- Work with key partners and Prosper Canada team to develop online information tools, curriculum, and educational and training resources by researching, curating, and writing content in areas such as: benefits and entitlements, tax filing, financial coaching, financial literacy, credit and debt, budgeting, and saving
- Tailor content for program tools and curriculum to the needs of frontline personnel and their target audiences, e.g. people living on low-incomes, Aboriginal Peoples, people with disabilities, and newcomers
- Work closely with the Program team to develop and revise curriculum for various modes of delivery including online, onsite and blended
- Work closely with our Information Systems and Marketing & Communications teams to upload content onto, and maintain, user-friendly online tools and content
- Copy-edit program content and materials.

## EXPERIENCE AND QUALIFICATIONS

### Required qualifications and experience:

- Undergraduate degree in relevant field
- 3 years of relevant work experience in a related field (e.g. communications, social services, financial services)
- Subject matter expertise in one or more of the following content areas: basic financial literacy, social assistance, benefits and entitlements, income tax, credit, debt, budgeting and saving
- Excellent organizational and time-management skills
- Excellent project management skills
- Proven ability to multi-task and manage a range of projects concurrently
- Experience writing for a related field such as: social services or financial literacy
- Training and/or experience writing in plain language for audiences such as: people living on low-incomes, Aboriginal Peoples, people with disabilities, and newcomers

### Qualifications and experience that will be viewed favourably, but are not required:

- Post-graduate degree or diploma in a relevant discipline, or an acceptable equivalent in education and/or experience
- Experience in adult education instruction and curriculum development
- Experience in developing and writing content for public education materials
- Experience managing development, implementation and ongoing support for technology solutions (e.g. a database, client management system, online tool)

## COMPETENCIES

### Required qualities and skills:

- Excellent written and verbal communication skills
- Ability to prepare and provide clear, concise and complete verbal and written information at a level appropriate to the audience
- Strong research and content curation skills
- Logical thinking
- Effective time management skills
- Sensitivity to the diverse needs and challenges faced by people living on a low income
- Self-motivated with high degree of personal initiative
- Highly collaborative and a strong team player, but able to work independently
- Flexible and able to adapt to evolving circumstances and demands

### Skills that will be seen favourably, but are not required:

- French language proficiency
- Marketing and communication writing (i.e. project related newsletter articles, marketing and outreach materials)
- Knowledge of basic HTML and experience working with data systems
- Experience using online learning management systems such as Moodle

## APPLICATION DETAILS

<b>Application deadline:</b>	August 14, 2015
<b>Start date:</b>	September 28 <sup>th</sup> , 2015
<b>Job location:</b>	60 St. Clair Avenue E., Toronto
<b>How to apply:</b>	Please email your cover letter, resume, and two to three work samples (links are fine) to Prosper Canada, <a href="mailto:info@prospercanada.org">info@prospercanada.org</a> , subject line "Application for Curriculum and Content Writer."

We thank all applicants for their interest, however, only those selected for an interview will be contacted.