

Sr. Entrepreneurship Curriculum Writer

Short-term Contract Position

Project ECHO is seeking to hire a curriculum developer to improve upon an existing entrepreneurship curriculum initially developed for high school students and expand its reach to middle school students (specifically grades 6-10). The ideal candidate will have experience with entrepreneurship, teaching, coaching and writing curriculum.

At Project ECHO (Entrepreneurial Concepts, Hands-On!), we're committed to empowering middle and high students with entrepreneurial and leadership skills so that they can thrive in college, their careers and in their community as change-makers.

Position Overview:

Project ECHO is seeking to immediately retain an experienced curriculum writer who will take Project ECHO's existing curriculum to the next level. The person retained for this position must be immediately available and willing to complete this project within the next four to six weeks.

The consultant will be accountable for researching and developing chapters within the textbook, adding new chapters not currently included, inserting case studies into each chapter, developing pre and post exams for the textbook, developing an accompanying teacher's manual and teacher training workshop and anything else needed to make this easy for middle school teachers to teach during a summer program and interesting for tweens to keep them engaged.

Deliverables will include:

- Revise and update a current entrepreneurship curriculum to make it easy for any teacher to read and implement for varying levels and time blocks (e.g. for students enrolled in a 3-week summer program (4 hours a day), for students within a regular class period, or for students who participate as an afterschool enrichment program (consideration to varying amounts of instruction time).
- Develop and include "Mission Possible" design challenges themed to multiple industry clusters, which is not limited to and may include:
 - **Arts, Media, & Entertainment:** Design, Visual & Media Arts
 - **Business & Finance:** Business Management
 - **Education, Child Development, & Family Services:** Child Development
 - **Energy, Environment, & Utilities:** Energy & Power Technology
 - **Marketing, Sales, & Service:** Entrepreneurship/Self-Employment
 - **Agriculture & Natural Resources:** Agriscience
- Research and include case studies for each of the industry clusters that can be inserted into the curriculum
 - Will supervise a junior writer accountable for assisting on developing industry specific case studies and design challenges.

- Develop an accompanying teacher manual, lesson plans and workshop to train teachers in the curriculum.
- Create visually-appealing PowerPoint presentation for each lesson for use in teacher training workshop.

Preferred Experience and Education:

Experience as a curriculum writer for middle school and/or high school programs

Experience writing curriculum within entrepreneurship

Research and development experience

Entrepreneurial experience: creating and/or running a business.

Bachelors or Masters Degree in education, business or any related field

About Project ECHO

Project ECHO (Entrepreneurial Concepts Hand On), is a 501(C)(3) non-profit organization that was established in 1996 with the goal of re-engaging teens that are innately not college bound and expand their career and academic options beyond high school. Today, the organization reaches teenagers from every academic and economic background. Project ECHO collaborates with high schools, after-school programs, and other programs to offer a collaborative approach to teaching entrepreneurship through an activity-based program. Its engaging alternative education helps students acquire useful vocational, business and entrepreneurship training and experience.

Project-Based Pay: Negotiable/Based on experience

Employment Type: Project-based contract

The individual retained for this position is expected to work from a home/personal office, have their own computer, internet access, telephone, etc. Light travel within Los Angeles County, via personal vehicle, may be requested.

To Apply

Submit your resume with a cover letter detailing your experience and interest in this position. You may submit samples of your work. Please include your salary requirements.

Submit your information via email to Diane Quast, Executive Director at dquast@projectecho.org.

Submissions that do not include a cover letter will not be considered.