



## Centers for Spiritual Living International Home Office

### Internal Role Description

Role title	Curriculum Specialist
Reports to	Sr. Director of Education
Status	Part-Time, Non-exempt, 20 hours weekly
Benefits	Benefits for this position are available as outlined in the Employee Manual

### Role Summary

The Curriculum Specialist supports the ongoing development, review, and maintenance of educational offerings within the Education Department of Centers for Spiritual Living. This role ensures that curriculum remains relevant, engaging, and aligned with the organization's Global Vision and the principles of The Science of Mind philosophy.

Working in collaboration with the Senior Director of Education, faculty, and subject matter experts, the Curriculum Specialist helps maintain academic quality, strengthen course design, and support the creation of new learning opportunities that serve spiritual leaders, practitioners, and communities worldwide.

This position contributes to increased engagement with educational programming by ensuring courses are clear, accessible, and adaptable for in person, online and hybrid learning environments.

### Role Responsibilities

#### Curriculum Review and Quality Assurance

- Conduct systematic reviews and audits of existing courses.
- Update course content to ensure clarity, inclusivity, and contemporary relevance.
- Ensure alignment with the Global Vision, the philosophy and principles of The Science of Mind, and the formalized standards of CSL Education.
- Standardize course structure, learning objectives, and assessment tools across programs.

#### Curriculum Maintenance

- Maintain a regular curriculum review and revision schedule.
- Update outdated references, language, and examples.
- Provide support with course edits and instructional design enhancements.

- Track course performance and student/instructor feedback to inform continuous improvement.

### **New Course Development Support**

- Collaborate with subject matter experts and Senior Director of Education in the creation of new educational offerings.
- Assist with outlining, structuring, and refining course content.
- Ensure consistency in learning outcomes and instructional design across new courses.

### **Engagement Strategy Support**

- Identify curriculum gaps that align with the evolving needs of spiritual communities.
- Support the development of educational offerings that are responsive to community interests.
- Contribute to the creation of certificated learning pathways and structured program series.
- Help ensure courses are scalable and accessible for online and hybrid delivery formats.

## **Role Qualifications**

### **Education and Experience**

- Experience in curriculum development, instructional design, or educational program management
- Background in education within the context of Centers for Spiritual Living and/or formal organizational education environments.
- Experience in nonprofit or faith-based organizations is a plus

### **Skills and Abilities**

- Strong editing and content organization skills.
- Familiarity with adult learning principles and best practices in course design.
- Ability to collaborate effectively with instructors, subject matter experts, and leadership.
- Familiarity with online learning platforms and hybrid educational models.
- Specialized understanding of adult learning models and delivery modalities
- Excellent organizational and project management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong communication skills, including customer support, training, and teamwork
- Capable of working both independently and collaboratively in a remote environment
- Maintains confidentiality of sensitive information and upholds professional boundaries
- Understanding of the philosophy and teachings of The Science of Mind.
- Demonstrates alignment with the values and principles of a diverse spiritual community
- Required to successfully pass a background check

## **Professional Expectations**

**In this role, you are expected to:**

- Embrace CSL's mission, purpose and vision with respect and dedication, contributing to the organization's goals
- Exercise impartiality and objectivity when discussing matters of concern within the organization. Maintain the highest level of privacy and confidentiality, ensuring that confidential information remains securely within the organization
- Uphold professional boundaries and ethical conduct in all interactions, fostering a culture of trust and integrity within the organization

## **Working Conditions and Physical Requirements**

This role is remote, requiring the worker to maintain a dedicated and secure workspace for online meetings, and phone calls in a tranquil and safe environment. The necessary tools for the role will be provided to the worker. While the worker can establish their working hours with the supervisor's approval, these hours should generally align with the 9 am to 5 pm Mountain Time Zone workday. It is essential for the worker to communicate their intended schedule to the supervisor and work collaboratively with fellow staff members and potential volunteers.

In the performance of these duties, the worker will be seated for extended periods, engage in repetitive motion tasks, handle objects, and engage in verbal communication. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus.

## **Direct Reports**

The Curriculum Specialist has no direct reports.

## **Role Description Acknowledgement Form**

The preceding statements are intended to provide a general overview of the work performed by individuals in this role. It does not encompass every responsibility, task, skill, effort, or working condition associated with the role. While this description aims to accurately represent the current role, management reserves the right to modify the role or require additional tasks under various circumstances such as emergencies, personnel changes, urgent requirements, technological advancements, and more. Depending on established department or facility standards, a worker may not perform all the duties outlined in this role description.