



CROATAN  
INSTITUTE

## Financial Health Education Module Consultant

**Location:** Remote

**Duration:** 6-month contract

**Compensation:** \$8,000-\$10,000

Croatan Institute is an independent, nonprofit research and action institute whose mission is to build social equity and ecological resilience by leveraging finance to create pathways to a just economy. The Institute is seeking a diligent, flexible, and highly motivated individual to assist the Institute with a wide range of operational matters.

Since the Institute’s launch in 2014, we have rapidly established a reputation for rigorous, cutting-edge research and advocacy on a wide range of issues in sustainable finance and resilient and equitable economic development, working closely with practitioners in the field and movements for social and environmental change.

Our work at the nexus of finance, social equity and ecological resilience addresses the following cross-cutting themes:

- |                         |                             |
|-------------------------|-----------------------------|
| Accountability          | Farming & Forestry          |
| Business & Human Rights | Food Systems                |
| Climate Solutions       | Frameworks & Data Analytics |
| Equity & Inclusion      | Resilient Communities       |

Croatan Institute is based in the research triangle region of North Carolina, with an extended team of affiliates in the South, Mid-Atlantic, Northeast, and in Geneva, Switzerland. The candidate will be expected to work remotely but, if desired, could enjoy future opportunities for in-office hours at its workspace in dynamic downtown Durham, NC, or in other areas where we have affiliates.

### *Job Description*

Croatan Institute seeks an experienced Educational Module Development Consultant to lead the development of an online module designed to educate underserved farmers and ranchers about financial health, budgeting, saving, and other essential financial concepts in English and Spanish. Your work will empower our clients to make informed financial decisions and achieve their financial goals.

### *Key Responsibilities:*

- **Initial Assessment:** Learn from our team about the specific financial education needs of our clients. Conduct additional research, as needed, to better understand the user demographic.
- **Content Development:** Create engaging and educational content for the online module. This includes written materials, interactive quizzes, videos, infographics, and other multimedia elements. Ensure that the content is easy to understand for clients of all financial backgrounds.

- **Curriculum Design:** Structure the module in a logical and sequential manner, ensuring that each topic flows smoothly into the next. Create learning objectives and outcomes for each section of the module.
- **Interactive Features:** Implement interactive elements, such as budgeting tools, calculators, and case studies, to enhance the learning experience and make the content practical and relatable. Experience creating engaging content using multimedia elements is preferred, but not required
- **Assessment and Feedback:** Develop assessments and quizzes to evaluate clients' comprehension and knowledge retention. Ensure that module includes a mechanism to collect and analyze client feedback to continuously improve the module.
- **Compliance and Best Practices:** Ensure that the module complies with any applicable financial regulations and industry best practices.
- **Client Support:** Build a simple form for clients to report any technical issues. Also work with website developer to build a calendar feature for clients schedule 1-1 coaching meetings.
- **Project Management:** Manage the timeline and deliverables for the module's development. Work closely with the project team, including designers and developers, to ensure a seamless online learning experience.

#### Qualifications:

- Bachelor's degree in finance, education, or a related field (Master's degree preferred).
- Proficiency with e-learning platforms and content authoring tools.
- Understanding of how to use cloud services (e.g., Amazon Web Services, Microsoft Azure) for hosting and delivering e-learning content.
- Proven experience in financial education or curriculum development.
- Strong knowledge of financial principles, including budgeting, saving, investing, and debt management.
- Excellent written and verbal communication skills.
- Strong project management skills with the ability to meet deadlines.
- Client-focused with a commitment to providing an exceptional learning experience.
- Knowledge of WordPress or similar CMS systems is helpful.

#### How to apply:

Candidates should complete this [form](#) and upload a resume and three references.

Applications will be reviewed on a rolling basis. We will start reviewing applications in mid-January, so we strongly encourage early applications. We will continue to accept applications until the position is filled. No calls or preliminary inquiries, please.

For more information about Croatan Institute, please visit [croataninstitute.org](http://croataninstitute.org)