



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

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E-LEARNING CONTENT DEVELOPER

SUMMARY

Create courses for APC's E-learning platform.

VISION

E-learning is one of the three learning options at APC Bible College (see apcbiblecollege.org). The E-learning content developer will design effective, modular, learner-centric courses for those who desire to learn, from where they are, at their own pace and grow in the Word and the Spirit and equip themselves for Christian ministry.

SCOPE

APC's elearn courses essentially provide distance learning for the courses offered at APC's Bible College. The list of courses can be found at APC Bible College website. Courses are created on Open edX learning platform, which is the free community edition of the edX platform. Learning Management System (LMS) and Studio are the two key components of Open edX. A content developer designs courses on Open edX Studio.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

ROLE DESCRIPTION

An e-learning content developer will design APC's elearn courses on the Open edX platform and will be responsible for the following:

1. Plan and prepare for course creation on the platform.
2. Build modularized courses on the platform, using creative instructional strategies, following APC's standards, conventions, and guidelines for the E-learning ministry.
3. Design graded/ungraded assignments and exams for the course.
4. Write content for about-page (or course summary page) and script for about-course video.
5. Coordinate with APC Staff: IT team for video content/technical assistance, Media team for about-course video, Graphics team for about-page graphics, E-learning team for beta-testing, etc.
6. Write/update transcripts for video segments.
7. Report to the E-Learning Content Development Team Leader.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

1. A bachelor's degree is required for this position, with a preference for a master's degree, in any field.
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2. A minimum of 3 years of total full-time professional work experience.
 3. Prior experience of creative content writing, or a similar role/experience with blogs, articles, social media, product descriptions, company website, etc.
 4. Prior experience serving in a Bible College, local church or Christian ministry is important. Preference will be given to those who have served at APC Bangalore.
 5. In addition to the above, preference will be given to those who have completed a two-year or three-year program at APC Bible College.

REQUIRED KNOWLEDGE AND SKILLS

1. Must be proficient with computers and have basic knowledge of HTML/HTML tags and Microsoft Office applications.
2. Must have an impeccable command over English language and be strong in grammar and style.
3. Must be strong and mature, spiritually, and have a passion for God's Word.
4. Must have an always-learning attitude and be keen to have an in-depth knowledge of the subject matter at hand.
5. Must have excellent communication skills, especially the ability to reproduce content onto the open edX platform, in simple and creative ways.
6. Must have excellent writing, editing and proofreading skills.
7. Must have strong attention to detail.
8. Must be a strategic thinker and an innovator.
9. Must be a team player, able to work in collaboration with others as well as independently.
10. Must be proactive in knowledge sharing, able to give valuable inputs, and receive critical feedback.
11. Must have strong planning, organizational, and coordination skills.
12. Must have good time management skills.

GROWTH OPPORTUNITY

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.

Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!
