



**Request for Proposals  
Canvas Instructional Designer Consultant  
September 2021**



**Overview:**

The Chicago Jobs Council is seeking a Canvas Instructional Designer Consultant to design and develop professional development courses on Canvas. These courses are provided to adult practitioners from the education and workforce development fields. This is a remote role.

**Background:**

[Chicago Jobs Council's \(CJC\)](#) vision is that all people, regardless of where they start or where they've been, can access employment as a pathway out of poverty. The Jobs Council moves people out of poverty through employment using on-the-ground expertise, advocacy, and capacity-building. Since it was established in 1981, the Jobs Council's membership has grown to include over 100 organizations and individuals who work together to influence the development and reform of public policies and programs designed to move people out of poverty, into the workforce and into better jobs.

[The Frontline Focus Training Institute](#), as the capacity building arm of the Jobs Council, provides professional development training to help workforce professionals build their capacity to better meet the employment needs of disadvantaged job seekers, low-income workers, and employers. Over the past fifteen years, FFTI has: developed curriculum for over 30 different stand-alone courses aimed at improving the skills of over 400 frontline social service professionals per year; designed and facilitated multiple-day customized trainings for national audiences; written curricula and facilitator guides for several train-the-trainer workshops; developed curriculum modules and convened cohorts of workforce professionals; and presented experiential, hands-on learning activities at a variety of conferences.

**Scope of Work:**

CJC seeks a qualified Canvas Instructional Designer Consultant to support the FFTI's online training initiatives on Canvas (i.e. two credential training programs with initial iterations that have already been delivered on Canvas.) Activities include:

- Collaborating with up to 4 training staff to understand the organization's training needs, such as maximizing impact and scaling up
- Providing recommendations on the design and delivery of the two credential trainings to meet those needs
  - Credential Trainings are:
    - [Chicago College and Career Advising Credential](#)
    - [Workforce Professionals Credential](#)
- Assist with the creation of the course redesign and development of the course on Canvas
- Provide ongoing related technical assistance.

**Consultant Qualifications:**

Qualified consultants should possess the following:

- At least 3-5 years of teaching and learning experience working in online education.
- Extensive experience using the Canvas LMS for designing and delivering online courses
- Thorough knowledge of applying adult learning theories and educational methodologies.
- Thorough knowledge of instructional design principles and learning strategies (i.e. needs analysis, backward design, learning outcomes and assessment design, etc.), instructional approaches (i.e. discussion, activities, projects, etc.) and educational digital tools (i.e. Jamboard, EdPuzzle, etc.)
- Possess the verbal and written communication skills to work effectively with staff who have a range of technical abilities
- A desire to work with a nonprofit organization and support the Jobs Council's mission

**Timeline:**

CJC seeks to hire a consultant from October 18, 2021 through June 2022.

The redesign of the Chicago College and Career Advising Credential, a 55-hour credential course, which will launch in February 2022, will require a greater time commitment during the first four months of the contract. This commitment will range from approximately 5-10 hours per week. The next four months of the contract will require less time; the consultant will provide more as-needed technical assistance, rather than focused project work.

**Key milestones:**

- Applications due by October 6, 2021
- Interviews conducted week of October 11, 2021
- Project onboarding begins week of October 18, 2021
- Redesign and support with the development of the 55-hour credential course completed by January 28, 2022
- All project redesign and technical assistance support completed by June 30, 2022

**Budget:**

CJC has a budget of no more than \$5,000 for this project.

**Proposal Requirements:**

Please provide a proposal that includes a description of your:

- Previous Canvas instructional design experience(s): course type, course audience, curriculum content, curriculum design and development, etc. (specific samples appreciated)
- Previous experience integrating adult-learning theories, educational methodologies, and instructional design theories into online curriculum design
- Previous experience collaborating with facilitators/instructors/staff on course design and development
- Proposed project plan and timeline
- Other background information you think is important and relevant to this engagement

- Preliminary budget that includes: an estimation of hours; hourly rate; total cost
- Two references

**Response:**

Interested consultants should submit a proposal to Dana Horstein at [dana@cjcn.net](mailto:dana@cjcn.net) by 5:00 pm (CST) on October 6, 2021. If you have any questions about this engagement, please reach out to Dana Horstein at [dana@cjcn.net](mailto:dana@cjcn.net).