



NATIONAL IMMIGRATION FORUM

Moodle Consultant

The National Immigration Forum (the Forum) advocates for the value of immigrants and immigration to the nation.

Founded in 1982, the Forum plays a leading role in the national debate about immigration, knitting together innovative alliances across diverse faith, law enforcement, veterans, and business constituencies in communities across the country. Coming together under the Forum's leadership, these alliances develop and execute legislative and administrative policy positions and advocacy strategies.

Leveraging our policy, advocacy, and communications expertise, the Forum works for comprehensive immigration and sound border security policies, balanced enforcement of immigration laws, and ensuring that new Americans have the opportunities, skills, and status to reach their full potential.

Visit our website at www.ImmigrationForum.org for more information about the Forum.

Location: Remote

Duration: The initial period for this consulting contract is an estimated ten hours per week for six months, with option for extension.

Reports to: Assistant Vice President of Business Engagement & Inclusion Programs

Position Summary:

The Moodle Consultant will support LMS-related tasks for all of the National Immigration Forum's English language education initiatives.

Primary Responsibilities:

- Collaborate with the Forum team, curriculum developers, instructors, and other internal and external stakeholders.
- Create, manage and troubleshoot user accounts.
- Set up, copy, restore or archive courses.
- Maintain/update courses with student- and instructor-facing content as needed.

- Customize course page interface to meet the needs of our learners on both desktop and mobile devices.
- Submit support tickets to Moodle US to troubleshoot errors or customization needs and implement changes based on instructions or recommendations from Moodle support.
- Create and update Moodle guides, how-to videos, and other resources to support users with Moodle navigation.
- Track user engagement on course pages by generating, interpreting, and customizing reports that summarize data points such as: activity completion, access to course and time spent on digital activities, scores, etc.
- Research features and plugins that would enhance learners' experience on the course pages.
- Manage various plugins (BigBlue Button, H5P, and other tools) in browser and mobile app including testing, enabling, and configuring plug -ins.
- Perform administrative duties to fulfill grant and program requirements.

Required Experience and Qualifications:

- Possess a bachelor's degree or similar professional accreditation.
- Have a minimum of 2 years of relevant professional experience with progressive responsibilities, including the following:
 - LMS course administration and help desk functions
 - Resolving technical issues such as creating user accounts, password resets, assigning user permissions, troubleshooting, setting up/copying/restoring or archiving courses, and suspending and reinstating users
 - Tracking user engagement and generating course reports
 - Developing course pages with different plugins and types of content, HTML, SCORM, etc.
 - Working with sandbox environments and moving them to production
 - Excellent problem-solving skills and attention to detail
 - Ability to work independently and as part of a team in a fast-paced environment
 - Experience with Microsoft Office 365 Applications and Google Workspace Suite

Preferred Experience and Qualifications:

- Experience and knowledge of Moodle LMS and plugins
- Bachelor's degree from an accredited university in the information technology or education technology fields
- Project management experience in educational technology or e-learning environments

Compensation: \$50 per hour.

The National Immigration Forum is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment. People of color, ethnic minorities and women are strongly encouraged to apply.

Please send cover letter and resume to: resume@immigrationforum.org and include **"Moodle Consultant"** in the subject line. Applications submitted without the required information will not be considered.