



Embodied Philosophy

Learning Navigator Position

Embodied Philosophy (EP) is a leading online resource for contemplative studies content and aims to be the gold standard of education for scholar-practitioners, yoga educators, meditation and wisdom teachers in the field.

Description:

Learning Navigators (LV) support our community and faculty by moderating live courses, seminar lectures, and special events. LVs manage the Zoom course sessions, which includes but is not limited to, arriving early to begin the zoom meeting or webinar, welcoming participants to the session, introducing the faculty, addressing any technical questions, monitoring the chat discussions, and guiding the time for Q&A. Notably, LVs process the video of each session and make it accessible within 24 hours on the learning platform. LVs contribute to creating an environment that is inclusive, respectful, and collegial for supporting the learning of our online wisdom seekers. LVs engage our virtual community through our learning platform and social media channels in alignment with the goals of the monthly content strategy plan. Learning Navigators report to the Digital Content and Communications Manager (DCCM).

Responsibilities:

Administrative

- Meet with faculty to prep for upcoming event to review agenda and tech needs
- Recite appropriate script with natural language and presentation ease
- Facilitate Q&A discussions, highlighting key concepts and collective thoughts
- Communicate changes to programs or procedures to faculty and students
- Stays informed about current best-practices in the field of online education
- Performs other duties as assigned

Video Processing

- Download, trim (edit if necessary) the recorded video
- Upload the recorded video session to the course platform within 24hours or less
- Troubleshoot technical issues and share findings with the DCCM

Community + Relationship Building

- Actively moderate private Facebook groups and create social media content
- Ability to guide students through our program curriculums
- Report back and evaluate community feedback and interactions
- Ability to troubleshoot technical questions about media features



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Required Qualifications:

- **Availability of at least 8-10 hours per week.** Scheduling may sometimes consist of 1 to 2 sessions a week usually during the hours of 7-9pm ET week days. Some sessions may also occur mid-day and periodic special events on weekends.
- 1-2 years creating social media content
- 1-2 years experience building community, online engagement or leading groups
- Computer or laptop with a camera and microphone (Google Chromebooks will not work as a host of Zoom events), stable internet connectivity and quiet, professional-looking space.
- Experience with online teaching, learning, presenting, and/or tutoring or with video/web conferencing platforms (e.g. Zoom/Skype) as an attendee or as a moderator.
- Proficient in public speaking and with software, educational tools, and/or computer programs
- Basic video editing experience is a plus.
- Excellent verbal and written communication skills, empathy, and facilitation skills
- Reliable and punctual in order for a smooth session production
- Demonstrated commitment to diversity and inclusivity

Desired Approaches:

This position is right for you if you are flexible under pressure and able to pivot with ease. You are resourceful enough to troubleshoot according to the information you have and discerning enough to know when to seek support. You openly communicate as part of a remote team, are receptive to various perspectives, and comfortable to explore social media technology. You know how to balance bringing fun to accomplishing quality work.

Compensation:

This position pays \$18/hr with access to the Wisdom School Unlimited Membership and our programs.

How to Apply: Please send a cover letter and resume/CV to: ross@embodiedphilosophy.com with the subject "**CMLV Application: First-Name Last-Name**". If selected, you will be invited to take part in a brief video interview.

We look forward to hearing from you!

Embodied Philosophy is an equal opportunity employer and do not discriminate or tolerate discrimination against employees or qualified job applicants on the basis of race, color, religion, sex/gender, age, national origin, citizenship, disability, veteran status, or any other characteristic protected by federal, state or local law. This policy extends to all aspects of employment, including but not limited to, recruitment, selection, compensation, benefits, promotion, training, transfer and termination.