**MCR PROJECT LEAD**

**Organization:** Meridian Canine Rescue  
https://meridianrescue.org/  
https://www.facebook.com/MeridianCanineRescue/  

**Looking for:** A knowledgeable, experienced, and reliable volunteer to act as project lead for a team of assistant instructional designers (assistant IDs).

Specifically, you would provide instructional design and project management support for a team of assistant IDs who will develop and pilot test instructor and participant guides. You will also work with a project mentor who monitors work completion, provides mentoring resources, and ensures client satisfaction and project success. Your time and effort will help MCR give homeless and owner-surrendered dogs a second chance—because no dog should walk alone.

**Reports to:**
- MCR Director of Volunteer Services  
- Project Mentor

**Responsibilities**
- Align project efforts with the professional goals of assistant IDs and MCR business goals.
- Work with the client, project monitor, and assistant IDs to
  - Create a project plan, including scheduling timelines and deadlines.
  - Monitor progress against the plan.
  - Update project plan as needed.
  - Act as the client’s primary point of contact.
- Review and approve project deliverables for client review.
- Coordinate reviews with the client, assistant IDs, and project mentor.
- Act as a resource for instructional design, consulting, project management, and business acumen.
- Complete all assigned project tasks by or before December 7, 2018

**Location:** The project lead will work virtually, as will the assistant IDs and project monitor.

**Hours:** Flexible choice of hours and days.

**Remuneration:** None. This is a volunteer position, as are the assistant IDs.

**Course Enrollment Requirements:** None

**Other Requirements**
- Be an OPWL graduate—or near graduation.
- Submit an online application. Email your resume and cover letter to SteveVillachica@boisestate.edu.
- Complete an interview.
- Comply with relevant MCR policies and procedures.

**Key Dates**
- Application Deadline: 8/27  
- Project Personnel Selection: 8/29  
- Project Kickoff: 9/4  
- Project Completion: 12/7 or before
• Be able to create an instructor guide, participant guide, and pilot test materials using the following tools.
  o MS-Office.
  o Google drive.
  o Internet access.
• Create project deliverables as needed.
• Deliver electronic files containing all completed deliverables files to MCR.
• Experience managing other instructional designers is a plus.