

## Training and Curriculum Manager, Alaska Center for Resource Families

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We're looking for a Training and Curriculum Manager to lead the strategy, design, and delivery of training for the Alaska Center for Resource Families, a 40-year-old child welfare program that supports Alaska's foster, adoptive, and relative caregiver families. This role owns our training curriculum, drives our move to a learning management system (LMS), and sets the direction for how ACRF equips caregivers across the state.

This is an exciting opportunity to shape a training program at a pivotal moment. Bring your vision, compassion, creativity, and can-do spirit—and join us!

### About us

Alaska Center for Resource Families (ACRF) ([www.acrf.org](http://www.acrf.org)) helps families meet the needs of children and youth who are in foster care or who have been adopted. ACRF provides information, training, and support to "resource families"—prospective and current foster parents, adoptive parents, relative caregivers, and guardians. Funded by the Alaska Department of Family and Community Services and other community funders and donors, ACRF has offices in Anchorage, Fairbanks, and Mat-Su. It is a program of Northwest Resource Associates.

Northwest Resource Associates is a nonprofit child welfare agency. We envision every young person having family that nurtures their growth and potential. We work toward this vision by designing and delivering programs and technology that empower youth, strengthen families, and improve child welfare systems. More than four decades old, we are headquartered in Seattle, WA, and have offices in Alaska and Oregon as well. You can find our program work at the following websites:

- [AdoptUSKids](http://AdoptUSKids)
- [Alaska Center for Resource Families](http://Alaska Center for Resource Families)
- [Northwest Adoption Exchange](http://Northwest Adoption Exchange)
- [Oregon Post-Adoption Resource Center](http://Oregon Post-Adoption Resource Center)

Equity and inclusion are priorities across all programs at Northwest Resource Associates. We are passionate about inclusive and affirming policy and practice and are recognized by the Human Rights Campaign's All Children, All Families program. We seek staff diversity in ability, age, ethnicity, gender identity and expression, national origin, race, religion, sexual orientation, and veteran status. In addition, we welcome applications from those with lived experience in foster care or with adoption. We are an equal opportunity employer.

## Who we're looking for

We're seeking a nonprofit or public-sector professional with experience in both curriculum design and child welfare. We need someone who stays current on adult learning theory and instructional design methods and who genuinely wants to apply them to strengthen caregiver training. Our ideal candidate will be able to look across ACRF's training and decide what should exist, how it should be built, and how we'll know it's working.

## Responsibilities

The Training and Curriculum Manager leads the development, coordination, and quality of ACRF's training, equipping Alaska's resource families with the knowledge, skills, and confidence needed to support children and youth in out-of-home care. Key duties include:

- Set training strategy: assess caregiver needs, define the training curriculum ACRF should offer, and prioritize what gets built, revised, or retired.
- Create, revise, and maintain engaging curricula across multiple platforms (Zoom, PDF, LMS) that reflect current research and best practices in foster care, adoption, and trauma-informed caregiving.
- Lead the transition to a learning management system: select and configure the platform, migrate content, and establish how training is hosted, tracked, and accessed going forward.
- Use a strength-based, trauma-informed approach that equips caregivers and families with practical tools while honoring the lived experiences of youth in care.
- Deliver virtual and in-person trainings using adult learning principles to support diverse learners and promote practical skill-building.
- Develop and implement evaluation tools to measure training effectiveness, then use the data to strengthen curriculum and delivery.
- Maintain an organized inventory of available trainings and a process for updates, revisions, and new content development.
- Coordinate closely with program staff to ensure training aligns with overall program goals and is delivered on schedule; scope may include supervising training staff.
- Contribute to team-wide initiatives, cross-program projects, and other duties that support organizational goals.

## Qualifications

- Bachelor's degree in relevant field and a minimum of 4+ years' experience in curriculum development, training design, or a closely related area.
- Strong understanding of foster care, adoption, trauma-informed caregiving, and the needs of resource families.
- Demonstrated experience planning, facilitating, and evaluating training for adult learners in virtual and in-person settings.
- Ability to think strategically, plan effectively, and manage multiple deliverables independently.
- Experience with or clear aptitude for learning management systems and digital training delivery.
- Excellent written and verbal communication skills, including public presentation experience.
- Proven ability to work collaboratively in remote and in-person environments.

## Location, salary and benefits, and how to apply

### Location

This position is located in any of our three offices (Fairbanks, Anchorage, or Wasilla) with the flexibility of a hybrid schedule, maintaining 3 days in office.

This position is expected to work some scheduled evenings and weekends.

### Salary and benefits

This is a full-time position with an anticipated annual starting salary of \$70-78K.

We offer flexible work schedules, 3.5 to 6 weeks of paid vacation per year, 15 to 16 paid, holidays per year, paid sick leave, a generous family leave policy, a retirement plan contribution, optional 403b plan, medical and dental insurance, life insurance, disability insurance, long-term care insurance, and commuter benefits.

### How to apply

Submit a resume and brief cover letter describing why you might be a fit for the position via our Airtable form: <https://airtable.com/appJsXGPmtHsi58gU/pagdPkkqydPahsmCp/form>

We will accept applications until the position is filled.