

**JOB TITLE: INSTRUCTIONAL DESIGNER**

**SUMMARY:**

The Instructional Designer will develop a wide variety training materials and facilitate the successful execution of training programs.

**RESPONSIBILITIES AND DUTIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- ❖ Develop training, education and outreach material content for various settings to include: in person instructor led, live webinar/virtual classroom, interactive, and learner-driven web-based software (CBT).
- ❖ Design interactive and engaging material to meet all learning objectives while applying instructional design and adult learning principles.
- ❖ Develop work plans and timelines for design and development of learning curriculum and individual courses/modules.
- ❖ Communicate design decisions and strategies (e.g. design documents and training approach, etc.) to key partners and the business.
- ❖ Ensure the instructional integrity of course development projects through systematic design and clear writing of scripts, narratives, and storyboards.
- ❖ Develop learning assessments and/or tools to measure learning effectiveness and assist in efforts to monitor/measure training and development program effectiveness.
- ❖ Design, develop, test and implement eLearning solutions.
- ❖ Develop and maintain graphical training content for all courses provided by NHA.
- ❖ Acquire, maintain and enhance knowledge of current eLearning trends and tools.
- ❖ Assist in the development of an overall education plan that addresses the training, education and outreach required by the customer.

**QUALIFICATIONS:**

- ❖ Bachelor's degree in Instructional Design or related field. An equivalent combination of education and experience, which provides comparable knowledge, is acceptable
- ❖ 4+ year's experience in instructional design, development and delivery of training programs
- ❖ Experience developing training materials to support various training methods – in person instructor led, live webinar/virtual classroom, interactive, learner-driven web-based software (computer-based training)
- ❖ Able to effectively interact with Subject Matter Experts (SMEs) to convert their knowledge to effective training content
- ❖ Proficient in maintaining training materials and training records utilizing a Learning Management System (LMS)
- ❖ Proficient with software used in developing CBT products (Adobe Captivate, Adobe Acrobat Pro, Adobe Soundbooth, TechSmith SnagIt, TechSmith Camtasia, and Survey Monkey)
- ❖ Experience remediating CBTs for 508 compliance and testing using JAWS reader software preferred
- ❖ Proficient in Adobe graphic design software (e.g. Flash and Photoshop)
- ❖ Experience utilizing a Learning Management System (LMS)
- ❖ Demonstrated ability to execute plans and projects

- ❖ Ability to work independently as well as within a small team
- ❖ Ability to successfully manage multiple task assignments
- ❖ Proactive approach to problem resolution and ability to work in a fast-paced environment.
- ❖ Ability to present clear and concise information consistent with the targeted audience
- ❖ Excellent communication, problem solving, and customer service skills
- ❖ Commitment to excellence and high standards
- ❖ Ability to work in a virtual environment
- ❖ Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm
- ❖ Creative, flexible, and innovative team player
- ❖ Proficient in Microsoft Office applications including SharePoint