



JOB DESCRIPTION

| | |
|-----------------------------|--|
| CLASSIFICATION: | Exempt/Salary |
| POSITION: | <u>eLearning Instructional Designer</u> |
| EMPLOYMENT STATUS: | Full Time -Telecommute |
| SUPERVISOR: | Sr. Director of Training |
| ALIGNS CLOSELY WITH: | Manager of Communications Sr. Directors |

FUNCTION:

The **eLearning Instructional Designer** with Shared Hope International (SHI) supports our mission to create a national network of trained professionals to protect and serve victims of trafficking by creating dynamic and interactive e-Learning courses. This designer is responsible for developing and delivering on-demand and live virtual training, while partnering with others in the organization to ensure an excellent learner experience, and continuous improvement of our e-Learning approach.

ESSENTIAL DUTIES:

- Partner with subject matter experts and stakeholders to evaluate and define learning strategies
- Develop deep understanding of a diverse set of audience segments, produce learning objectives and recommended curriculum for each segment
- Develop highly interactive e-Learning courses and supporting materials using sound instructional design methodology and e-Learning best practices
- Develop knowledge assessments and simulation-style assessments based on learning objectives
- Identify, coordinate, and assemble multi-media assets for inclusion in courses. Use authoring tools, audio capture tools, and publishing skills to produce content that is engaging and visually appealing
- Work with Sr. Director of Training to transfer existing instructor-led curriculum to e-Learning format
- Deploy multi-media assets and e-Learning courses via our Learning Management System
- Produce, analyze and deliver reporting to measure learner progress, feedback, and e-Learning effectiveness
- Work with Marketing / Communications staff to plan and execute e-Learning promotional campaigns to ensure that learners know about our courses
- Stay current with digital learning trends and best practices
- Work independently in a fast-paced environment and produce high quality work by prioritizing multiple simultaneous projects. Manage project timeline and resources to ensure deliverables are completed within scope and on schedule
- Coordinate and manage learning content review cycles for initial content creation as well as periodic updates
- Administer our Learning Management System. Configure look/feel and behavior, and ensure learners and groups are correctly configured

- Provide responsive support to learners, answer questions, assemble and summarize actionable feedback, and provide learning system troubleshooting help to learners

REQUIRED QUALIFICATIONS:

- Minimum 5 years of development/training experience with an adult learning audience
- Minimum 3 years of experience creating dynamic, engaging, and interactive e-Learning
- Expert instructional design skills for e-Learning, live virtual classroom, self-study and blended approaches
- Demonstrated proficiency in building engaging, effective online learning programs and courses
- Advanced understanding and application of adult learning principles
- Visual/graphics design skills to ensure that courses, course promotional materials, and Learning Management System user interface are visually professional, engaging and appealing
- Strong technical aptitude and ability to work with design software. Experience with Articulate Storyline, Adobe Captivate or similar tool
- Hands on experience with SCORM, xAPI and Learning Management Systems
- Experience hosting, facilitating or presenting in live webinars
- Experience leveraging key performance metrics and data to provide insights and make business recommendations. Mindset of using data for continuous improvement
- Ability to foster internal and external business relationships to ensure alignment with organizational objectives
- Ability to balance creative tasks with operational/administrative tasks, and interrupt driven support requests from learners
- Familiarity with change management methodologies and project management principles
- Ability to communicate effectively and collaborate with team members, yet still work independently with excellent self-motivation
- Bachelor's degree, or equivalent experience in the virtual learning field

DESIRED QUALIFICATIONS:

- Master's degree in related field
- Experience providing in-person or classroom training to a variety of audiences
- Experience with video production such as script-writing, interviewing SMEs, or working with a producer to create training videos
- Skilled in Microsoft applications, especially PowerPoint
- Skilled specifically in the use of Articulate, GoToWebinar, and/or Litmos LMS

ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Able to perform simple math
5. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
6. Ability to think critically and provide appropriate solutions

Work location: This is a telecommute position, applicants may work from anywhere within the continental U.S. Some travel will be required.

Disclaimers:

1. SHI is an "At-will" employer. *This job description is provided for informational purposes only and does not form the basis of a contract.*

2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.
3. Qualified applicants will have an in-person interview at the Arlington, VA office. Shared Hope cannot pay or reimburse travel costs for interviewees.

Salary DOE within competitive nonprofit range based on verified experience. 401K employee match available, health insurance benefit with \$100 employee contribution, and performance-based salary increases.

Qualified candidates should email Katie@sharedhope.org with the following:

- 1) Cover letter
- 2) Resume (including specific experience with design software and multimedia assets)
- 3) Samples of previous curriculum design (eLearning formats)
- 4) A list of three (3) professional references with contact information (Name, Phone, and email address).