

Instructional Designer

Position Summary:

The Instructional Designer is responsible for the design and development of computer based and instructor-led training solutions that incorporate effective learning strategies for a variety of global audiences. An ideal candidate will maintain high standards of performance while meeting tight deadlines in a collaborative work environment.

Responsibilities:

- Responsible for the design, development, and maintenance of training/courseware (Computer Based Training [CBT], instructor/student materials [ILT], job-aids, graphics, multi-media) to maximize performance and learning effectiveness.
- Define media assets required for training programs and oversee their development.
- Collaborate with photographers, graphic artists, and SMEs. Edit and standardize materials prepared by others as part of the internal review process.
- Review and test final product prior to deployment for client approval.
- Research regulations by reviewing regulatory bulletins and other sources of information to further understand the compliance requirements.
- Confer with subject matter experts to establish technical specifications and to clarify subject material to be developed for training courses.
- Create spreadsheets which explain regulations and technical ideas in simple language.
- Conduct training sessions internally and at client sites and complete required paperwork.

Job Requirements:

Education:

- Bachelor's degree in, Instructional Design, Technical Writing, English or related field. A Master's degree in Education, Adult learning, or Instructional Design is preferred.

Experience:

- Two or more years experience in instructional design or technical writing.
- Experience as a teacher, trainer, and/or professional development instructor for adult learners.
- Demonstrated experience using development tools and authoring tools.
- Very strong problem solving and analytical skills.
- Very strong communication skills, written and verbal.
- Very detail oriented, strong organizational skills.
- Excellent presentation, facilitation and classroom management skills, as well as the ability to communicate clearly and correctly in a training environment.
- Proficient with MS Office products, specifically Excel, Word, and PowerPoint.
- Valid NYS driver license and U.S. Passport.

Preferred Qualifications:

- Experience designing e-learning products and/or compliance related training. (Will also consider business experience that could be deemed relevant to Safe Passage International.)