

# Instructional Designer

## RESPONSIBILITIES

- Creating engaging and effective training experiences for adult learners to facilitate knowledge transfer and skill acquisition-refinement
- Collaborating with the subject matter experts to identify target audience's training needs
- Defining instructional goals and developing content that aligns with established objectives
- Establishing evaluation criteria and creating effective assessment tools
- Visualizing and storyboarding instructional graphics, user interface, and the final product
- Conducting instructional research and analysis on learners and training contexts
- Applying proven instructional design theories, practices, and methodologies
- Creating supporting materials, including audio, video, simulations, role plays, and games
- Conducting site visits to client facilities to gather information for tailored training solutions
- Capturing key points during site visits to understand broader project objectives
- Performing gap assessments to ensure client training complies with regulatory standards
- Formatting training materials using client style guides and branding guidelines
- Maintaining thorough project documentation to ensure consistency throughout design and implementation process

## REQUIREMENTS

- Advanced degree in Instructional Design, Educational Technology, or a related field
- Three to Five years of Experience as an instructional designer and instructional technology
- In-depth knowledge of adult learning theories and instructional design models
- Strong lesson and curriculum planning skills
- Basic knowledge of HTML and Flash programming
- Proficient in course development software and at least one Learning Management System
- Visual design and storyboarding skills with tools like Adobe Photoshop and Illustrator
- Ability to write clear and effective copy, instructional text, and audio/video scripts
- Ability to meet deadlines and work independently
- Advanced proficiency in Microsoft Word, PowerPoint, and Excel
- Availability to work up to 8 hours daily, depending on workload
- Strong verbal and written communication skills
- Excellent proficiency in English, including grammar and punctuation
- Strong ability to thrive in a fully remote setting
- Intellectually curious person who is collaborative and self-motivated--a fast learner, comfortable with uncertainties – evolving as needed--flexibility is key!
- Strong communication and presentation abilities
- Excellent organizational skills and detail-oriented with a dedication to accuracy

## JOB DETAILS

Job Types: Contract OR Full Time

Expected hours: No more than 40 per week

Please submit a portfolio of past work when applying for this role.