Job Title: Senior Instructional Designer  
Department: Operations  
Supervisor: Global Training Director  
FLSA Status: Exempt

About WEConnect International

WEConnect International, a corporate-led global non-profit, helps build sustainable communities by empowering women business owners to succeed in local and global markets. WEConnect International has since 2009 provided business education, certification, and business connections to businesses based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over $1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development. www.WEConnectInternational.org

Core Values and Culture

As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose

Summary

The Senior Instructional Designer is responsible for validating needs, conducting analysis, leading the design and development, deployment and sustainment of synchronous learning materials and curricula for WEConnect International clients. Works directly with clients to build scope of training efforts. Uses adult learning theories and concepts, instructional design theory and methods in the creation of training content. Responsible for building engaging and impactful learning materials, following the ADDIE model, within the constraints of time and scope. Measure impact of learning initiatives. As a leader, you'll identify new opportunities and innovative ways to create solutions to meet the needs of our learners. Serves as Project Manager on highly visible, key programs. Communicates project status as required to internal and external customers. This position reports to the Global Training Director.

Synchronous Curriculum Design and Development

- Putting the learner at the center of the training experience, is responsible for the analysis, design and development of curriculum using multiple “live” training modalities
- Works with SMEs and field directors to capture customer’s training needs and advise them on the right solution to help accomplish their mission
Uses technical skills, creativity, and experience to come up with new and innovative ideas to develop engaging, interactive, and memorable learning experiences

Continually advance strong user experience design based on the latest adult learning principles

Collects and analyzes results using a variety of evaluation methodologies (Kirkpatrick Model) to fine tune training for maximum impact

Audits classes and training sessions to ensure appropriate flow of materials and makes corrections, changes, and suggestions (as appropriate)

Ensures consistent style, formatting, and branding on all materials

**Project Management**

- Develops full scale project plans, including project tasks and resource requirements
- Facilitates the definition of project scope, goals, and deliverables
- Manages project budgets and time
- Conducts project assessments and evaluations
- Prepare quarterly and annual project donor status reports

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor’s Degree in Instructional Design or Technology (or related field); Master’s Degree preferred. A minimum five years of eLearning instructional design or curriculum development experience; minimum five years of learning project management; minimum two years of experience working with Learning Management Systems; and minimum two-year experience in using data to evaluate your learning solutions and making recommendations for improvement.

**Instructional Design and Development Skills**

Ability to conduct a variety of project analysis (need, audience, task). Ability to write and edit storyboards, audio/video scripts, student and leader materials, and a variety of testing and evaluating methods. Demonstrate best practices in adult learning, user interface design, engagement strategies and multi-modal development techniques. Ability to design and deliver stakeholder presentations.

**Reasoning Ability**

Demonstrated effectiveness with interpersonal relationships, negotiation, and conflict resolution. Acts with integrity and maintains confidentiality in a professional manner. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Computer Skills**

Microsoft 365, SharePoint, Learning Management Systems. Familiarity in working in a PC/Laptop environment with Dell equipment.
Project Management Skills

Advanced project management skills including the ability to work on multiple complex projects, simultaneously.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply click on the following link:

To Apply to the Sr. Instructional Designer Click Here

No phone calls, please. We regret that we are unable to respond to individual inquiries about the position.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.