**Job Title:** eLearning Developer  
**Department:** Operations  
**Supervisor:** Global Training Director  
**FLSA Status:** Contractor or 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](http://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 eLearning Developer is responsible for the development, deployment, and sustainment of e-learning materials and curricula on WEConnect International platforms. Uses adult learning theories and concepts, the ADDIE instructional design model, and various software development tools in the creation of training content. Responsible for e-learning development and maintaining our learning management system. Responsible for defining, managing, and leading e-learning project tasks within the constraints of time and scope. Communicates project status as required. Leads effort to utilize e-learning to maximize system benefit and ensure seamless integration of technology with other modalities to create an effective learning environment. Serves as Learning Management System (LMS) administrator, to include user reporting, support, troubleshooting and fixing user issues. Maintains the LMS from a day-to-day support role. This position reports to the Global Training Director.

### Asynchronous Curriculum Design and Development

- Influences design and directly responsible for the development of curriculum using multiple asynchronous training modalities (e-learning, micro-learning, blended learning)
- Builds learning content design templates and processes
- Ensures consistent style, formatting, and branding on all material
• Leads efforts to utilize e-learning to maximize learning retention as well as system benefits
• Ensures seamless integration of e-learning technology with instructor led training and other modalities to create an effective learning environment
• Maintains ongoing knowledge of learning best practices, technologies, and techniques
• Audits classes and training sessions to ensure appropriate flow of materials and makes corrections, changes, and suggestions (as appropriate)

Learning Management System Administration
• Serves organization as Learning Management System (LMS) Administrator
• Manages all learner registrations, records, and reports
• Identifies, troubleshoots, and resolves problems with course design, LMS configuration, and infrastructure
• Supports the design, development, testing, selection, implementation, and support of LMS
• Makes recommendations for improvements to content management, workflow processes and user experience
• Develops document processes to establish consistent use of LMS

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 Education, Information Systems, Instructional Design or Technology (or related field); minimum three years of eLearning instructional design or curriculum development experience; minimum two years of experience in eLearning development with authoring; minimum two years of experience working with Learning Management Systems; and minimum one year experience in multimedia development with audio, video and graphic design.

Instructional Design and Development Skills
Ability to create audio and video scripts, recording, and producing. Knowledge of best practices in adult learning, user interface design, engagement strategies, and eLearning development. Ability with eLearning authoring tools such as Articulate Storyline/RISE, Adobe Captivate, Vyond, etc. Ability producing multimedia with tools, such as Audacity, Adobe Audition, Camtasia, Adobe Premier Pro, Final Cut Pro, Adobe Illustrator, Photoshop, etc.

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**

Ability to work multiple efforts on time, within scope and budget.

**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:

[Apply for the eLearning Developer 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.