Position Title: Instructional Designer, Education
Status: Exempt

Position Summary:
The Instructional Designer will play an instrumental role in the planning and execution of a federal grant focusing on the treatment of alcohol use disorder (AUD). This position involves leading the design, development, and delivery of AUD education materials, ensuring alignment with adult learning principles, digital engagement strategies, and interactive pedagogies. Continuous assessment and iteration of educational materials are key, ensuring they consistently meet the evolving needs of the audience and grant objectives. The candidate must quickly develop a broad understanding of ASAM education and the Providers Clinical Support System and be able to set priorities in work assignments.

Responsibilities/Duties:
- Design and develop interactive learning content across various formats: live, blended, and online.
- Conduct needs analyses to define learning objectives and goals.
- Research and recommend best practices in instructional and curriculum design.
- Recommend strategies for integrating multimedia and technology to enhance the curriculum.
- Ensure training products comply with applicable guidance and regulations (SCORM, Sections 508, brand/style guides, etc.).
- Assist with content writing, editing, and scripting for online courses and related initiatives.
- Oversee faculty video and audio recordings for educational content.
- Facilitate the maintenance and continuous improvement of educational offerings.
- Coordinate course development activities with various ASAM departments to ensure quality, consistency, and a positive learner experience.
- Provide guidance on adult learning principles, instructional design best practices, and effective teaching strategies.
- Manage and/or assist with vendor relationships as needed.
- Handle special projects assigned, such as evaluating, following up with faculty, and preparing tracking reports for the grant.
- Understand and adhere to Continuing Education (CE) and other accreditation guidelines as necessary.
- Travel occasionally (1-3 trips a year) if needed to education courses to provide on-site assistance and management required for the successful operation of courses.

Required Qualifications:
- Bachelor’s degree in Education, Instructional Design, Instructional or Educational Technology, Learning Design, or related disciplines.
Minimum of three years of pertinent professional experience.

**Desired Qualifications**
- Master's Degree in Instructional Design, Adult Education, Instructional or Educational Technology, or a related specialty.
- Hands-on experience in instructional design and curriculum development.
- Proficiency with e-learning platforms and multimedia tools.
- Competence in graphic/visual design and interactive design methodologies.
- Association experience, especially in a medical society, is preferred.
- Prior exposure to medical organizations or education is preferred.

**Skills and Abilities:**
- Excellent attention to detail and proofreading skills.
- Strong organizational capabilities, including prioritizing tasks, project management, and independent follow-through.
- Effective interpersonal communication, with the ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization.
- Demonstrable leadership capabilities.
- Familiarity with content authoring tools, notably Articulate 360.
- Proficiency in audio/video editing software, e.g., Camtasia, Vyond.
- Competence in Microsoft Office Suite.
- Proactive, resourceful, and creative approach.
- A collaborative team member with a positive outlook and intellectual curiosity.

**Works closely with:**
- Senior Director, Learning Design and Innovation.
- Chief Learning Officer, and other members of the Education department.
- Faculty subject matter experts.
- Other ASAM staff and departments.

**To Apply:**

Please submit your resume and cover letter explaining your interest in this position and how your skills match at: [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5697521](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5697521)