

POSITION DESCRIPTION

Job Title:	Learning Design Specialist
Reporting Line:	Manager, Learning Design & Development
Position Type:	Full-Time
Hours of Work:	40/hrs a week Monday – Friday

The Learning Design Specialist will partner with subject matter experts within the organization to develop engaging virtual training sessions focused on knowledge sharing and employee development. They will also assist with tasks regarding all learning design functions. This includes, but is not limited to, new employee onboarding/termination, troubleshooting LMS/eLearning issues, and assisting with the management and creation of various training materials. This position also provides an opportunity for growth in the field of instructional design and elearning.

Key Responsibilities:

- Work with subject matter experts within the organization to develop and facilitate engaging virtual meetings focused on knowledge sharing and employee development
- Provide support in preparing and maintaining training materials for Learning Design and various other departments (*i.e. training guides, job aids, manuals, storyboards, etc.*)
- Manage the day to day operations of the LMS platform by registering new hires, administering training courses, and issue remediation
- Routinely audit the LMS to ensure training content is running properly
- Monitor elearning support tickets and assist in troubleshooting course issues with end users
- Review and test elearning modules for errors, functionality, recording completion, and providing suggestions for improvements as needed
- Maintain the employee directory and employee training logs
- Oversee, record, and facilitate overdue training reports
- Administer internal system logins for new employees as needed

Other Responsibilities:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. *Duties, responsibilities and activities may change at any time with or without notice.*

Required Skills

- Ability to problem solve and troubleshoot
- Ability to write effective instructional text
- Has strong attention to detail
- Excellent people skills, with an ability to partner with a dynamic leadership team
- Visual design skills
- Computer skills required: Microsoft Office (e.g., Word, Excel, PowerPoint)

Preferred Skills

- 1 year or more experience in learning and development or related field
- Hands-on experience with Learning Management Systems (LMS)
- Familiar with adult learning theory methodologies

Education

- Bachelor's degree in business/english/education or related field