

Job Opportunity

Position: Instructional Design Manager
Report to: Chief Executive Officer (CEO)
FLSA Classification: Exempt/FT

Summary

Working under the direction of the Chief Executive Officer and collaboratively with the NATS Leadership Team, the Instructional Design Manager is responsible for the curriculum design and development of NATS training programs and initiatives.

Essential Functions

- Oversee the design and development of NATS educational curriculum and course materials using comprehensive knowledge of conventional and innovative training techniques.
- Design online and in person courses and selects and applies the most appropriate instructional design approaches to produce highly relevant, engaging, and interactive content.
- Identify appropriate resources, media, and technologies that will effectively support the achievement of the learning outcomes for each course.
- Design and implement curriculum evaluation tools and strategies.
- Collaborate with the leadership team to identify curriculum development requirements, ensuring training materials remain up to date and current.
- Ensure NATS trainers have access to all necessary training materials in an appropriate and easily accessible format.
- Analyze and evaluate regulatory, statute, and other impacts or changes to determine impact on NATS training requirements ensuring compliance of course material and curriculum standards.
- Assist with building out client specific deliverables.
- Perform other tasks as assigned.

Skills

- Ability to prioritize, organize, and manage multiple functions simultaneously while meeting deadlines.
- Ability to provide a superior learning experience.
- Excellent leadership, organizational, time management skills, and attention to detail.

Attributes

- Ability to work effectively and efficiently within a cohesive team environment to meet the goals and objectives of the organization.
- High level of integrity, loyalty, and dependability with a strong sense of urgency and results orientation.
- Demonstrates confidence and ability to make tough decisions.
- Maintain a positive attitude and serve as a role model for all team members.
- Remain focused and level-headed and continually demonstrate respect and gratitude to the team.

Work Environment

- This is a remote position.
- Prolonged periods of sitting at a desk and working on a computer.

Education and Experience

- Preferred bachelor's degree in education, instructional design, or related field, with additional experience in safety, arboriculture, forestry, or related field preferred.
- Minimum of 5 years of progressive experience in a related field or an equivalent combination of education and experience.
- Demonstrated experience in the design and development of competency-based curriculum, specifically utilizing a blended learning approach.
- Experience in designing curriculum using online learning management systems.
- Demonstrated experience in adult education instruction.
- Proficient in Word/Pages, PowerPoint/Keynote, learning management systems, Articulate 360, Adobe Suite or similar program.
- Excellent writing, (photo/video/text), presentation, and communication skills.

Affirmative Action/EEO statement. North American Training Solutions is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Notice. The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.

Interested candidates must email a current resume and a written example of curriculum or program outline.

to: Director of Human Resources

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