

EMPLOYMENT OPPORTUNITY INSTRUCTIONAL DESIGNER

Institute for Sustainable Infrastructure, Washington, DC

MISSION

The Institute for Sustainable Infrastructure (ISI) is a national non-profit 501(c)(3) organization based in Washington, D.C. Our mission is to transform the way civil infrastructure is planned, designed, constructed, and operated in order to achieve a sustainable world.

ISI was founded in 2010 by the American Public Works Association (APWA), the American Society of Civil Engineers (ASCE), and the American Council of Engineering Companies (ACEC). ISI then partnered with the Zofnass Program for Sustainable Infrastructure at Harvard University to develop the Envision sustainable infrastructure rating system, which ISI oversees for projects in the United States, Canada and abroad. ISI's active membership includes over 250 AEC companies, 120 governmental agencies, and 25 universities, encompassing over 13,200 individuals. ISI administers the Envision Sustainability Professional (ENV SP) designation having credentialed over 8,700 professionals globally.

ISI is a growing organization! The right candidate will have the opportunity to impact educational programming that supports critical professionals in the infrastructure sector. We are a small collaborative team of passionate individuals dedicated to making the world a better place. For more information on ISI, visit www.sustainableinfrastructure.org.

THE ROLE

The ideal candidate is highly versatile and able to manage multiple tasks effectively and efficiently. The Instructional Designer role includes the following:

Instructional Design

- Create engaging learning activities and compelling course content to be delivered online (asynchronous and synchronous learning) as well as in a traditional, in-person learning environment.
 - Define the objectives and scope of educational offerings.
 - Devise and design instructional graphics.
 - Create exercises and activities that enable and enhance learning transfer.
 - Design supporting material/media (e.g. audio, video, simulations, handouts, tutorials).
 - Devise assessment methods, such as interactions, surveys, or quizzes, to measure the effectiveness of the course.
- Work closely with Subject Matter Experts (SMEs) to design and develop creative, innovative and visually appealing learning products (e.g. self-paced online courses, webinars, workshops).
- Analyze and apply trends and best practices in instructional design.
- Suggest best practices and improvements to enhance existing content, methodologies, tools, and templates.

Education Coordination and Delivery

- Coordinate live webinar programs, including assistance with speaker identification and selection, presentation reviews, collection of materials, delivery of webinars and participant management.

- Serve as the primary staff contact for customer service questions related to education and credentialing.
- Facilitate in-person or synchronous education events as the lead trainer.
- Collaborate with the marketing department for delivery of promotional materials for various educational offerings.
- Provide support on other education projects, as needed.

Remote Work

- This position may either be based at ISI's Headquarters in Washington, DC, or work remotely.
- Work hours can be flexible, but core hours of 9 a.m. – 3 p.m. (Eastern Time) are expected in order to respond to customer needs and to actively engage with education department staff.
- Attendance at weekly staff meetings is required.
- ISI staff are not currently traveling due to the pandemic. When it is safe to resume travel, this position may require minimal travel (i.e. 1-2 trips per quarter) within the U.S. and Canada.

QUALIFICATIONS

Education

- Post-secondary degree in instructional design, education technology, adult education or related field.
- Preferred: Post-secondary education or accreditation in adult learning, training and development or a related discipline, or equivalent experience.

Work Experience

- 3-5 years of relevant professional experience.
- Instructional design experience for traditional and online learning programs, including writing experience specifically focused on storyboard development for educational courses, instructional text, and audio/video scripts.
- Experience using course authoring tools.
- Experience with continuing education, professional development, accreditation or credentialing programs.
- Experience working with non-profit organizations, associations, or volunteers is highly desirable.
- Understanding of sustainability, environmental, infrastructure, and/or engineering industries is strongly preferred.

Skills

- In-depth knowledge of learning theories and instructional design models.
- Excellent organizational, project and time management skills, including the ability to prioritize and multitask several projects.
- Strong visual design skills (on any platform or software).
- Excellent written and verbal communication and proofing skills.
- At ease speaking in front of groups and delivering educational courses to adult learners in a traditional or virtual learning environment.
- Overall comfort with technology (including proficiency in Microsoft Office Suite, Adobe Acrobat) and aptitude for acquiring proficiency on new platforms and applications; knowledge of Articulate Storyline and Rise preferred.
- Must have an exceptional command of the English language and be able to produce high quality products tailored for targeted audiences. Fluency in additional languages (particularly French or Spanish) considered a significant asset.

Personal Qualities

- Demonstrated passion for sustainability, infrastructure, environment, and/or engineering is highly desirable.
- Exceptional interpersonal skills and detail-oriented.
- Strong service orientation with the ability to work independently and as part of a team.

REMUNERATION

Salary range: \$60,000-\$70,000

TO APPLY

Applicants must submit a cover letter and resume clearly describing how they meet the qualifications for this employment opportunity. Send by email only to: **hr@sustainableinfrastructure.org**, no later than **April 23, 2021**.

ISI is an equal opportunity employer and will evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other protected characteristics. Accommodations will be made for employees with disabilities.