



E-learning Designer – Consultant Opportunities

EnCompass LLC

February 2011

Background

EnCompass LLC is seeking consultants to provide instructional design support for e-learning programs. Individuals in this role will work with the EnCompass e-learning team to develop engaging content for e-learning courses and participate in the design, construction, and implementation of e-learning applications and courseware.

Company Profile

EnCompass is a small, women-owned consulting firm based in the Washington, DC area. Since 1999, we have worked around the globe with governments, donor agencies, non-governmental agencies, and the private sector. Our core group of services includes leadership and organization development, training and facilitation, learning and knowledge management, quality assurance, and evaluation. EnCompass' approach is grounded in participatory and appreciative methodologies. (To learn more about EnCompass, please visit our website at (www.encompassworld.com))

Responsibilities

- Develop instructional material, coordinate, write and edit educational content, and incorporate current technology for e-learning programs.
- Evaluate and confirm learning objectives through targeted client assessments.
- Design and develop supporting aides for print, classroom and on-the-job training materials.
- Interact with subject matter experts (SMEs) in planning and scoping requirements for curriculum
- Work on curriculum teams and independently in the design, development, and testing of instructional materials.
- Collaborate with intranet developers or Web developers to create interactive multimedia training applications and learning programs.
- Review and test new and revised curriculum offerings from other team members, providing feedback and suggestions for improvement; contribute to new curriculum or program ideas.
- Participate in beta deliveries of new courses
- Contribute to storyboarding, authoring, and development of e-learning content and blended learning solutions.

Position Requirements

- Proven track record in developing original and innovative technical and related process training programs, workshops and demonstrations; experience developing instructor-led training materials and self-paced learning content
- Deep experience working with e-learning and blended learning programs, web-based training development, and asynchronous learning content.
- Strong familiarity with recognized e-learning technical standards.



- In-depth, hands-on knowledge of authoring technologies, intranet design tools, and multimedia applications
- Proven experience with adult learning principles and course design techniques, as well as the ability to identify and fulfill adult learning needs.
- Excellent written and oral communication skills; excellent customer service skills
- Highly self motivated and directed.
- Good analytical and problem-solving abilities.
- Experience working in a team-oriented, collaborative environment.
- Proficiency in Microsoft Office applications including Word and PowerPoint, particularly as used in the development of instructional content.
- Ability to organize and work under strict time and production deadlines, while producing quality deliverables.
- Bachelor's degree in a related instructional content, development, or delivery field, or equivalent industry experience or certification.
- Experience with rapid authoring tools a plus
- Experience with international development content preferred

TO APPLY: Please forward cover letter, resume, and salary requirements to hr@encompassworld.com with the subject line E-learning consultant.

EnCompass LLC is an equal opportunity employer. We value diversity and inclusion in all aspects of our work and welcome a broad diversity of qualified applicants.