

Job Description

Instructional Designer Project Manager

KECH, Inc. was founded in 2016 by leaders who bring knowledge and experience that span 48+ years of success in IT services, service desk, contact center, and L&D. KECH is a HUBZone certified, Woman Owned Small Business (WOSB) that is growing quickly and we want you to join our team! KECH is an equal opportunity employer.

KECH, Inc. seeks a versatile team-oriented, dependable, and flexible team member that can perform a variety of project management, instructional design, and computer-based training tasks. We are looking for a professional Instructional Designer to design and develop learning experiences. The goal is to facilitate learners in acquiring knowledge, skills and competencies in an effective and appealing manner.

We are open to different employment options: part-time (with the goal of FT employment within 6 to 12 months) or a 1099 contract. The position features flexible hours with the exception of client meetings, ability to work from home, and may require minimal travel.

Responsibilities

- Develop training project plans for AGILE development, and adhere to milestone and task due dates
- Define, design, and plan curriculum and content for a variety of internal and external customers
- Create engaging learning activities and compelling course content that enhances retention and upskilling
- Work with subject matter experts and identify target audience's training needs
- State instructional end goals and create content that matches them
- Visualize instructional graphics, the user interface and the finished product
- Conduct instructional research and analysis on learners and contexts
- Apply tested instructional design theories, practice and methods
- Provide exercises and activities that enhance the learning process
- Create supporting material/media (audio, video, simulations, role plays, games, etc)
- Decide on the criteria used to judge learner's performance and develop assessment instruments
- Maintain project documentation and course folders

Qualifications and Skills

- Proven working experience in instructional design and with instructional technology, 5 years+ of experience preferred
- Excellent knowledge of learning theories and instructional design models
- Lesson and curriculum planning skills
- Basic HTML and Flash programming knowledge
- Solid knowledge of course development software and at least one Learning Management System
- Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard
- Ability to write effective copy, instructional text, audio scripts/video scripts
- Must be able to pass a drug test and background check
- Bachelor's or Master's degree in instructional design, educational technology or similar
- Experience with Articulate 360 and/or Adobe Captivate