

## eLearning Instructional Designer

### About inTEAM

inTEAM has a 50-year legacy of assisting K-12 school nutrition departments with operational expertise, training, and technology. In recent years we have continued to innovate by incorporating best practices into "menu centric" digital technologies to help operators perform everyday tasks. inTEAM's founders literally wrote the book on managing Child Nutrition Programs, issuing the 1st edition in 1974. This foundation formed the core of inTEAM's complete Learning Management System. As a leading innovator within the child nutrition segment, inTEAM's software solutions have transformed the way schools approach menu planning, making critical product data available in real time during the menu planning process.

inTEAM's next challenge is to address the missing link of supply chain data, where operators have struggled for years building and maintaining integrated supply chain technology. The K-12 Data Sharing & Analytics Initiative was launched five years ago at an industry-wide summit to address the technology challenge. Led by inTEAM, the result has been the creation of the GDSN Connect Database, a single K-12 focused product database with essential data for over 185,000 unique products from hundreds of K-12 food and non-food brands. Using standardized data resource as a core, stakeholders can build, share, and analyze quality data within school districts and across peer defined districts statewide and nationally. The GDSN Connect Database supplements product data from [GS1](#) with information from other "silo" databases such as USDA Food Data Central and Food Buying Guide to provide a comprehensive standardized product database for use throughout K-12. This is a REMOTE position.

### Position Summary

The eLearning Instructional Designer develops, documents, and delivers internal and external courseware to end-users. This position is responsible for web-based learning solutions using instructional design best practices and digital media products. Additionally, this position participates in the sales process to provide e-learning applications and courses that support business objectives.

### Key Responsibilities

- Understanding our customer's goals, clarifying their goals and monitoring progress of online learning projects from kick-off with the client through writing, production and final deployment/delivery into inTEAM's eLearning platform.
- Ensuring projects are delivered within budget and on schedule to our company's established standards of quality.
- Work with subject matter experts to develop content and use instructional design best practices and current adult learning methodologies to successfully complete all phases of assigned projects (analysis, design, development, implementation, and evaluation).
- Perform queries and data analysis of reports to provide feedback to customers on key metrics.
- Write, design, and build courseware to deliver web-based training programs and courses, including all course materials, exercises, and skill evaluations.
- Use various development tools, such Articulate, to build courseware according to company style and standards. Maintain a template library and digital media library.
- Work with management team to develop appropriate learning content for new software features and functionality as appropriate. Manage the ongoing maintenance and continuous improvement of courseware and learning solutions.
- Maintain accurate reporting in Nutshell for account management and Tracking Time for billable hours.
- Participate in bi-weekly review meetings and submit a monthly report of deliverables and associated billable hours by customer.

- Provide assistance in marketing and sales of eLearning solutions and services to State Agencies and other inTEAM partners including responses to RFPs, developing marketing collateral, conducting demos and being responsive to prospective customers throughout the sales process.
- Conduct implementation and onboarding for new customers.
- Provide additional assistance to the team as requested, based on availability.

### **Knowledge & Skill Requirements**

- College coursework in the field of instructional design, or educational technology, and/or 5 years of instructional design and content development experience.
- Some exposure to K-12 Child nutrition and ability to learn the applicable regulations highly preferred.
- Experience building and maintaining courseware using SAP/Litmos (preferred) or similar applications.
- Knowledge and experience with Articulate, Snagit, Adobe Photoshop, Camtasia, SCORM and other authoring technologies and platform supporting protocols, intranet design tools, and multimedia development applications.
- Proficient knowledge of Microsoft Office suite (Outlook, Word, Excel, Power Point). Experience with learning management systems, media asset libraries, and template libraries. Strong familiarity with recognized documentation and e-learning technical and effectiveness style and standards.
- Adheres to agreed-upon timelines, budget, and quality expectations. The position requires strong documentation skills, including writing, editing, and formatting.
- Ability to conduct research into course development and delivery concepts, as well as technical software issues.
- Self-starter; highly organized with effective time management skills and the ability to work efficiently with minimal supervision.
- Good analytical and problem-solving abilities.
- Experience working in a cross-functional, team-oriented, collaborative environment.
- Strong verbal skills and the ability to write effective business communications, including proposals.
- Excellent written and oral communication skills, including instructional, facilitation, and presentation skills.
- Excellent interpersonal skills, with a focus on coaching/motivational skills, enthusiasm, and positive attitude.

The position is home-based. Travel may be required up to 15% of the time for conferences, key accounts, etc. In addition, a background check, a valid driver's license and the ability to personally rent a vehicle are required. inTEAM Associates is an Equal Opportunity Employer offering challenging opportunities for growth, a competitive salary and a comprehensive benefits package, including medical, dental and 401k benefits. Apply at [info@e-inteam.com](mailto:info@e-inteam.com). Include a resume and salary requirements. Please visit our Web site at [www.e-inteam.com](http://www.e-inteam.com) for additional information about the company. No phone calls accepted.