FosterKnowledge is currently hiring Instructional Designers on a contractual basis for a variety of upcoming projects.

**Company Overview:**

FosterKnowledge was founded in 2003 as a result of the owner's passion for ensuring the end-users of a software implementation understand HOW TO DO THEIR JOBS using the new software.

FosterKnowledge has designed a unique business process focused approach to training development that engages with end-users and incorporates their unique requirements into all change management, training, documentation, and end-user support services.

**Job Description:**

We are looking for Instructional Designers who have a high aptitude to rapidly learn software systems and the capability to learn and apply our unique process-based approach to working with our customers.

Depending on the project assignment and the qualifications of the applicant, work may be part-time or full-time.

**Job Requirements/Qualifications:**

Please be prepared to submit references and work samples with your application.

See the qualifications below for each type of position.

Please submit your resume and cover letter to susan@fosterknowledge.com
Jr. Instructional Designer

Up to 2 years of experience in the field of Instructional Design, and up to 2 years of experience performing the following activities:

- Experience conducting needs analysis through surveys, focus groups, and individual interviews
- Ability to distinguish business process activities within the needs analysis and capture specific process steps
- Ability to translate the results of a needs analysis into effectively designed course materials.
- Develop course materials for Instructor-led classes to include, but not limited to:
  - Participant Manuals
  - Quick Reference Guides
  - Train-the-trainer Guides
- Design effective E-Learning Storyboards
- Effectively communicate with subject matter experts throughout the instructional design process
- Familiar with, and engage in, the ADDIE model of instructional design
- Excellent verbal and written communication skills
- Excellent listening skills
- Ability to work well in a team environment
- Ability to effectively and independently manage work and perform in a fast-paced environment
- Master’s Degree in Instructional Design or related field or equivalent level of experience
Instructional Designer

Between 2-5 years of experience in the field of Instructional Design, and a minimum of 2 years of experience performing the following activities:

- Experience conducting needs analysis through surveys, focus groups, and individual interviews
- Ability to facilitate business process discussions
- Ability to translate the results of a needs analysis into effectively designed course materials.
- Ability to rapidly learn software systems and understand the end-users’ perspective of the software.
- Design, Develop and Deliver course materials for Instructor-led or hybrid courses to include, but not limited to:
  - Participant Manuals
  - Quick Reference Guides
  - Train-the-trainer Guides
- Design & Develop E-learning
  - Storyboarding
  - Recording
  - Recording and editing of audio
  - Animation
  - Flash experience a plus
- Specific experience with Captivate, Camtasia, Visio, Microsoft Office, Go to Meeting and Google applications, HTML
- Effectively communicate with subject matter experts throughout the instructional design process
- Expertise with, and engage in, the ADDIE model of instructional design
- Excellent verbal and written communication skills
- Excellent listening skills
- Ability to work well in a team environment
- Ability to effectively and independently manage work and perform in a fast-paced environment
- Master’s Degree in Instructional Design or related field or equivalent level of experience
Sr. Instructional Designer

6+ years of experience in the field of Instructional Design, and a minimum of 6 years of experience performing the following activities:

- Experience leading a needs analysis through surveys, focus groups, and individual interviews
- Develop instructional design project plans and manage work to ensure deadlines are met for you and your team
- Lead a team of instructional designers to ensure the materials designed meet or exceed the project requirements
- Manage and facilitate business process discussions
- Design and develop training curriculums for each user group identified within the needs analysis
- Ability to translate the results of a needs analysis into effectively designed course materials.
- Create and Manage LMS strategies for client needs
- Design, Develop and Deliver course materials for Instructor-led or hybrid courses to include, but not limited to:
  - Participant Manuals
  - Quick Reference Guides
  - Train-the-trainer Guides
- Design & Develop E-learning
  - Storyboarding
  - Recording
  - Recording and editing of audio
  - Animation
  - Flash experience a plus
- Specific experience with Captivate, Camtasia, Articulate, Visio, Microsoft Office, Go to Meeting and Google applications, HTML
- Effectively communicate with subject matter experts throughout the instructional design process
- Expertise with, and engage in, the ADDIE model of instructional design
- Excellent verbal and written communication skills
- Excellent listening skills
- Ability to work well in a team environment
- Ability to effectively and independently manage work and perform in a fast-paced environment
- Master’s Degree in Instructional Design or related field or equivalent level of experience