Learning & Development Position Announcement
(Instructional Designers and Training Analysts)

Start Date: ASAP
Assignment Length: 12+ months

Location: Washington, DC. ICATT Consulting Inc. (http://www.icatt.net), an organization dedicated to improving organizational performance, is seeking a highly motivated learning & development professionals (Instructional Designers and Training Analysts), who are resourceful, organized, analytical and can perform tasks as needed with little supervision.

A. The Instructional Designer’s duties include, among others, to:
- Perform various analyses to help our client determine knowledge/skills gaps and recommend best learning strategies to close them
- Help identify learning solutions for participants
- Help Design and develop various workshops for delivery to client employees using the established standards of the employee development division
- Help Design an annual technical and development standard review processes and procedures so that client can ensure learning is relevant, content accurate, and needs are met

Requirements: Candidate must have strong previous experience and knowledge of:
- Bachelors’ degree in adult learning/training (or related field) or certification from established body (preference is Langevin qualification)
- At least five years of experience as an instructional systems designer
- Familiarity with adult learning theories and instructional strategies, with considerable emphasis in multiple analysis techniques, design of plan of instruction and lesson plans, and development of material
- Experience designing action-learning activities
- Experience designing for various modes of delivery, such as online (synchronous and asynchronous), in-person instructor-led, or informal learning events
- Advanced knowledge of PowerPoint®
- Advanced knowledge of Adobe Acrobat®

B. The Training Analyst’s duties include, among others, to:
- Assist our client’s HR in developing and implementing validation standards and procedures for technical and leader competencies within the client Competency Model, which matches job series to functions within the agency of the client.
- Help design learning activities for participants based on leader competency assessments
- Help develop experiential learning activities in support of employee development
- Assist in creating an Organizational Training Plan for client

Requirements: Candidate must have strong previous experience and knowledge of:
- Bachelor’s Degree in Organizational Leadership, Organizational Psychology, or adult-education related field
- At least five years of experience in training-related role

For consideration, please respond with your current resume to paris.perrault@icatt.net or gabe.hamda@icatt.net or call Paris Perrault at (202) 550-0537, or Gabe Hamda at (904) 382-5471