SCENTSY

Internship Description
e-learning Developer
Reports to: Director of Consultant Development

WHO: You are a knowledgeable, reliable professional who would like to gain experience in e-learning development.

We are seeking an **e-learning developer** whose primary responsibility is to support the Consultant Engagement team by assisting with the development of online instructional training and other job support tools. It will be valuable if you have advanced knowledge of Microsoft PowerPoint and Word and demonstrated experience using Captivate or Articulate. You will need to be able to use Zoom video conferences. Experience with InDesign, Camtasia, Go Animate, SnagIt, a plus!

WHAT: You will work with instructional designers to:
- Develop eLearning solutions within a project scope, schedule, and budget
- Assist in creating other instructional tools such as assessments, job aids, checklists, media, etc.
- Work with subject matter experts to gather instructional content
- Develop content outlines and/or storyboards
- Beta and Pilot test content as needed
- Adhere to development and design standards as defined by Consultant Engagement
- Review content and make appropriate updates
- Track your progress in our project management system

QUALIFICATIONS AND EXPECTATIONS:
- Functional knowledge of adult learning principles
- Functional knowledge of eLearning design principles
- Collaborate effectively in a team environment
- Maintain high standard of confidentiality
- Possess a bachelor's degree. Working on or possess a master's degree in performance improvement, instructional design, instructional technology

KNOWLEDGE, SKILLS, AND ABILITIES:
- Clear and direct written and verbal communication skills
- Excellent customer services skills
- Strong collaboration skills
- Advanced knowledge of Microsoft PowerPoint and Word
- Demonstrated experience using authoring tools such as Captivate or Articulate

- Ability to use Zoom online meeting software
- Experience with InDesign, Camtasia, Go Animate, SnagIt, a plus
- Ability to make sound decisions which impact the quality and timely completion of work

WHERE: This position can be performed on-site or remotely

WHEN: Completed between August 21 and December 8, 2017. Your choice of hours and days with a minimum of 10 hours and a maximum of 40 hours a week

COMPENSATION: $14 an hour