ICMA Assistant Instructional Designer

Organization: International City/County Management Association
https://icma.org/

Looking for: A reliable volunteer who will create eLearning that teaches ICMA employees about its code of conduct and ethical decision making. Specifically, you would revise and extend an existing online prototype to create one hour of finished eLearning using Articulate Storyline. Your time and effort will help ICMA create eLearning that helps city managers create excellence in local governance and build better communities.

You can access the prototype here.
http://opwl.boisestate.edu/elearning/icma/story.html

Reports to: Compliance Manager, Grants and Contracts Administration

Responsibilities

- Work with project lead to align project efforts with your professional goals and ICMA business goals.
- Work with the client and project lead to complete a scope of work.
- Monitor project progress against the scope of work.
- Update the scope of work to keep it current.
- Use these client-provided input documents.

- Create and revise project deliverables based on feedback from the client and the project lead.
  - Specify missing content
  - Revise prototype per client feedback
  - Outline missing content
  - Storyboard missing content
  - Create the completed eLearning
- Coordinate reviews with the client and project lead.
- Seek guidance from the project lead as necessary in instructional design, consulting, project management, and business acumen.
- Provide completed eLearning by September 5, 2018

Location: The assistant ID will work virtually, as will the project lead.

Hours: Flexible choice of hours and days.

Remuneration: None. This is a volunteer position, as is the project lead.

Other Requirements

- Be an OPWL student or graduate.
- Complete the following courses with a grade of B or better.
  - OPWL 536 Foundations of Organizational Performance and Workplace Learning
• OPWL 551 E-Learning Content Design
• OPWL 523 Rapid E-Learning Development
• OPWL 525 E-Learning Principles and Practices

• Experience creating eLearning a plus.
• Willingness to work with the project lead and client to create a schedule that will complete all work by September 5.
• Submit an online application. Email your resume and cover letter to WorkWithUs@icma.org.
• Complete an interview.
• Comply with relevant ICMA policies and procedures.
• Be able to create and troubleshoot eLearning created with the following tools.
  o Purchased versions of Articulate Storyline 2, Articulate Storyline 3, or Articulate Storyline 360. (Please note there is an educational version that you can purchase.)
  o MS-Office.
  o Google drive.
  o Internet access.
• Deliver all eLearning source files and output files to ICMA.