ICMA eLEARNING PROJECT LEAD

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

**Looking for:** A knowledgeable, experienced, and reliable volunteer who would act as mentor and project lead for an assistant instructional designer (assistant ID). The assistant ID will create eLearning that teaches ICMA employees about its code of conduct and ethical decision making. Specifically, you would provide instructional design and project management support for an assistant ID who will revise and extend an existing online prototype to create one hour of finished eLearning using Articulate Storyline. Your time 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**

- Align project efforts with the professional goals of the assistant ID and ICMA business goals.
- Help the Assistant ID use these client-provided input documents.

ICMA Code of Conduct Training Pre  
Code-of-Conduct-web-072517.pdf  
ICMA_Ethics_ReLProjectIK_03092018.doc

- Work with the client and assistant ID to create a scope of work.
  - Specify missing content
  - Revise prototype per client feedback
  - Outline missing content
  - Storyboard missing content
  - Create the completed eLearning
- Monitor project progress against the scope of work.
- Review and approve project deliverables.
- Coordinate reviews with the client and assistant ID.
- Act as a resource for instructional design, consulting, project management, and business acumen.
- Provide completed eLearning by September 5th, 2018

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

**Hours:** Flexible choice of hours and days.

**Remuneration:** None. This is a volunteer position, as is the assistant ID.

**Other Requirements**

- Be an OPWL graduate.
- Possess at least five years’ experience:
- Designing, developing, and implementing eLearning for the workplace that is authentic, aesthetically pleasing, efficient, engaging, effective, and employs principles of sound design.
- Working within budget and client constraints (e.g., hours, scope of work, basic delivery platform limitations, client-required specifications such as branding).

- Experience managing other instructional designers is a plus.
- 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.
  - Purchased versions of Articulate Storyline 2, Articulate Storyline 3, or Articulate Storyline 360. (Please note there is an educational version that you can purchase.) Your version of the Storyline software must be compatible with that the assistant ID uses.
  - MS-Office.
  - Google drive.
  - Internet access.

- Ensure delivery of all eLearning source files and output files to ICMA.