Scentsy Family is a rapidly growing, international party-plan company specializing in industry-leading fragrance products through its Scentsy Fragrance brand, easy Belgian chocolate fondue known as Velata, and personalized bags and accessories through the Grace Adele style system. Headquartered in Meridian, Idaho, the company has grown through social shopping and in-home parties throughout the U.S., Canada, and Puerto Rico, and has recently expanded its borders into select European markets.

At Scentsy, we're a family. We're honest, hardworking and fun. We offer each other support and strive to give everyone the best opportunity to grow and be challenged. Our employees understand the essential value of our products and strive to add value to the Scentsy Family Brands by contributing more than we take. We recognize the importance of working together as a team and view each employee as an extension of our own families.

### Job Title:
Instructional Designer Intern

### Date:
01/30/13

### Job Summary:
The primary responsibility of the Instructional Design Intern is to support the Learning and Development team by assisting with the design and development of instructional training tools.

### Essential Responsibilities:
- Work with Instructional Designer(s) to design and develop training solutions within a project scope; solutions may include instructor-led training and/or e-learning
- Assist in creating other instructional tools such as assessments, job aids, checklists, media, etc.
- Assist with creation and execution of needs assessments
- Work with subject matter experts to gather instructional content
- Develop content outlines and/or storyboards
- Beta and Pilot test content as needed
- Assist with the creation of evaluation tools to assess learning transfer
- Conduct train-the-trainer as needed
- Adhere to development and design standards as defined by Learning and Development
- Adhere to all established procedures, policies and safety rules as outlined by the Company
- Perform all other assigned tasks and requirements as needed

### Qualifications and Expectations:
- Functional knowledge of adult learning principles
- Functional knowledge of the ADDIE model
- DSA/Sales experience a plus
- Work effectively in a team environment
- Maintain high standard of confidentiality

### Knowledge, Skills, and Abilities:
- Clear and direct written and verbal communication skills
- Excellent customer services skills
- Strong collaboration skills
- Project management skills a plus
- Proficient in Microsoft Outlook
- Advanced knowledge of Microsoft PowerPoint and Word
- Demonstrated experience using authoring tools such as Captivate or Articulate
- Experience with InDesign, Camtasia, Flash, Snaglt, a plus
- Ability to frequently sit and use fine finger movements, for extended periods of time. Ability to read/comprehend, write, perform calculations, and reason and analyze
- Ability to read/comprehend, write, perform calculations, and reason and analyze
- Ability to make decisions which impact the quality and timely completion of work
<table>
<thead>
<tr>
<th>Degree/ Education Required:</th>
<th>Working towards a Bachelor’s or Master’s degree in Instructional Design, or Instructional Technologies or related field.</th>
<th>Experience Required:</th>
<th>1 year Instructional Design or Training experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Location:</td>
<td>Portico Office Tower 3330 E. Louise Drive, Suite 600 Meridian, ID 83642</td>
<td>Department:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Pay:</td>
<td>This is a paid internship. Pay will depend on experience and current level of education.</td>
<td>Hours:</td>
<td>Full or part time hours to be determined by availability of applicant and business needs.</td>
</tr>
<tr>
<td>To Apply:</td>
<td>Visit the Career Page on <a href="http://www.ScentsyFamily.com">www.ScentsyFamily.com</a> and submit your resume.</td>
<td>Contact:</td>
<td>If you have questions regarding this internship, please send an email to Tiffany Harper, Recruiting Coordinator, at <a href="mailto:tharper@scentsy.com">tharper@scentsy.com</a>.</td>
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</tbody>
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