

# PREVENTION FIRST

## Instructional Design Specialist

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### POSITION SUMMARY

The Instructional Design Specialist will be responsible for designing and developing training programs for individuals who work in community-based organizations throughout Illinois to prevent youth substance misuse, violence, teen pregnancy, and other related problems, as well as substance use disorder treatment providers.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops training content related to the prevention and treatment of substance use disorder and related problems.
- Designs online self-paced training and instructor-led virtual and classroom training using a proven instructional design process, such as the ADDIE model.
- Develops comprehensive, production-ready training products, including PowerPoint presentations, facilitator guides, and participant guides/materials; develops online courses using e-learning authoring software, such as Articulate, and related technology.
- Develops and incorporates professional graphics, animations, audio and video into projects.
- Conducts a review process of all training product drafts with stakeholders; incorporates feedback and conducts the final edit of all products.
- Establishes course objectives, develops design documents and develops/monitors timelines for assigned projects.
- Assesses consumers' baseline knowledge, skills and abilities; conducts research and interviews subject matter experts to develop training content.
- Designs quizzes and meaningful course interactions to increase learning and retention.
- Maintains current, comprehensive knowledge of instructional design technology and best practices. Attends meetings, trainings, workshops, or seminars for professional development as needed.
- Utilizes Microsoft Word, Excel, PowerPoint, Storyline 360, Canva, Vyond, Zoom, internal learning management system and other software.

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## **POSITION QUALIFICATIONS AND REQUIRED EXPERIENCE**

Bachelors degree in Instructional Design or related field with three to five years instructional design experience; experience developing training content for specialized public health professions such as substance use prevention and treatment; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Experience applying the ADDIE model (or other reputable model) to develop creative, interactive and engaging online and/or instructor-led training is required. Must have in-depth knowledge and experience in the application of adult learning principles and be able to successfully work in collaboration with Subject Matter Experts. Must possess strong critical thinking and analytical skills to identify and understand learner needs and develop effective training solutions. Requires experience using Articulate 360, Articulate Storyline or similar training development software, Microsoft Suite; especially PowerPoint. Excellent verbal and written communication skills are necessary.

## **DESIRED SKILLS AND ABILITIES**

- Creative - Ability to produce new concepts, ideas, and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result; works on several projects simultaneously with internal motivation to finish assigned projects on time.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to use analytical skills to identify and understand learner needs to develop effective training solutions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to work independently or as part of a team is essential.

## **ABOUT PREVENTION FIRST**

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

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This is a full-time, FLSA exempt position, reporting to the Director of Instructional Design. This position is based in Chicago or Springfield, with the option to work from home. The starting salary is \$60,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

## **APPLICATION**

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to [humanresources@prevention.org](mailto:humanresources@prevention.org).