



Alaka'ina Foundation Family of Companies (FOCs) has a need for an **eLearning Developer II** to support our government customer located in Albuquerque, NM with the possibility of telework.

The **ISD/eLearning Developer II** analyzes, designs, develops, implements, and evaluates eLearning courses and training programs for the DOE National Training Center, using a systematic approach to training and following established course development procedures. Collaborates with other eLearning team members, graphic designers, subject matter experts (SMEs), course managers, and stakeholders to produce effective interactive online courses and associated materials, determines instructional strategies and appropriate use of multimedia. Determines instructionally sound goals/objectives, course structure, and sequencing of instruction, ensures that training engages students and reflects appropriate instructional strategies and techniques. Determines and implements course materials using eLearning authoring tools to publish out courses for the Learning Management System (LMS).

Essential Duties and Responsibilities: (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position)

- Develop online eLearning courses using the Articulate Storyline authoring tool.
- Collaborate with other eLearning team members to design, develop and revise engaging and effective instructional materials that apply varying instructional strategies and techniques.
- As assigned, act as project manager/project coordinator for the eLearning process, write project plans, and ensure that milestones are met, submitting deliverables as scheduled.
- Recommend—and collaborate with graphic designers and eLearning team members to develop/apply—appropriate interface designs, sequencing of instruction, and use of needs assessments and job analyses.
- Design course materials for online training environments in accordance with DOE and other applicable instructional design principles.
- Assess performance outcomes to determine instructional effectiveness of course materials.
- Continually explore new technologies for potential application to instructional problems and associated performance improvement efforts.
- Applies and follows basic safety and security concepts and policies.
- Troubleshoot courses as needed.
- Organize meetings with Subject Matter Experts, eLearning Development team and other clients as needed.
- Organize Creative Sessions with eLearning Team and Multi-Media departments.
- Assess the development time for Change Controls as needed.
- Assist with Course Hosting to the LMS and the web.
- Upload courses to the LMS.
- Assist the eLearning Training Manager as needed with the development schedule, resourcing, PSRs, and CSRs.
- Work on special projects as assigned by the eLearning Training Manager.

- Serve as key contributor to eLearning department processes and procedures and assist the eLearning Team Lead in updating when needed.
- Serve as the key point of contact for course troubleshooting issues for the eLearning team.
- Assists in the onboarding process for new hires.

Minimum Qualifications: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.)

- Bachelor's degree from an accredited college or university, with a minimum of 5 years work related experience with an emphasis in human performance technology, training, or a related training-specific area.
- Experience in performing job, job task, need, and audience analyses; and the associated ability to create and administer valid surveys, analyze/evaluate data, and write survey reports.
- Experience in designing and developing eLearning content and implementing online training solutions through learning management system (LMS).
- Experience with Articulate Storyline or other eLearning development software - Preferred

[NOTE: Will consider any combination of relevant education, training, and qualifying experience (i.e., experience comparable in difficulty to the required college-level work) that provides the required knowledge, skills, and abilities and renders the applicant fully competent to perform the essential duties, tasks, and responsibilities.

Knowledge, Skills and Abilities:

- Skill in working collaboratively as part of a creative team and in partnering with other teams to ensure effective product development. ability to work collaboratively with eLearning team members, SMEs, and customers to produce engaging and effective training materials that incorporate state-of-the-art instructional strategies and techniques
- Demonstrated ability to design and develop multimedia and eLearning training products
- Ability to design training products that meet customer objectives
- Ability to determine appropriate training methodology, make sound judgment calls, and ascertain what is best for specific projects
- Ability to consistently apply systems and controls that support compliance with quality standards
- Ability to analyze systematically both current and desired levels of performance and to offer a wide range of interventions with which to improve performance and evaluate results
- Ability to incorporate technical editing skills when creating eLearning products
- Strong interpersonal and communication skills
- Strong customer service skills

Diversity:

- Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics:

- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment.
- During visits to areas of operations, may be exposed to extreme cold or hot weather conditions. Is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and loud noise.

The Alaka`ina Foundation Family of Companies (FOCs) is a fast-growing government service provider. Employees enjoy competitive salaries. Eligible employees enjoy a 401K plan with company match; medical, dental, disability, and life insurance coverage; tuition reimbursement; paid time off; and 10 paid holidays.

We are an Equal Opportunity/Affirmative Action Employer. We are proud to state that we do not discriminate in employment decisions on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status. If you are a person with a disability and you need an accommodation during the application process, please click [here](#) to request accommodation. We E-Verify all employees.

The Alaka`ina Foundation Family of Companies (FOCs) is comprised of industry-recognized government service firms designated as Native Hawaiian Organization (NHO)-owned and 8(a) certified businesses. The Family of Companies (FOCs) includes Ke`aki Technologies, Laulima Government Solutions, Kūpono Government Services, and Kapili Services, Po`okela Solutions, Kīkaha Solutions, LLC, and Pololei Solutions, LLC. Alaka`ina Foundation activities under the 501(c)3 principally benefit the youth of Hawaii through charitable efforts which includes providing innovative educational programs that combine leadership, science & technology, and environmental stewardship.

For additional information, please visit www.alakainafoundation.com.