



JOB DESCRIPTION

INSTRUCTIONAL DESIGNER

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink core values:

- We care about and advocate for children with heart disease, their families, caregivers, and communities.
- We are resourceful and creative, continuously learning, and improving.
- We hold ourselves to the highest standards of quality in our work and integrity in our actions.
- We are one team, collaborating to use combined skills and strengths to share ideas and solve problems.

I. Objective

The Instructional Designer will lead the design, development, revision and maintenance of curriculum content for Children's HeartLink's partners and medical volunteers. Key accountabilities for the position include, but are not limited to, conducting needs assessments, designing learning programs in a variety of delivery modes, developing learning support materials in multiple formats, customizing existing materials and evaluating training effectiveness.

II. Supervision

The Instructional Designer will report directly to the Vice President of Programs. This position has no supervisory responsibilities.

III. Responsibilities

- A. Conduct curriculum/course analysis to identify knowledge gaps and specific curriculum/course objectives, in collaboration with Country Directors, medical volunteers and partners.
- B. Identify knowledge gaps and specific curriculum/course objectives.
- C. Collaborate with Country Directors, medical volunteers and partners to design or source, and implement effective blended learning curriculum that meets the defined learning objectives.
- D. Collaborate with subject matter experts at partner sites to customize and localize existing courses.
- E. Apply adult learning and instructional design principles to create interactive, engaging and high-impact learning experiences.
- F. Create learning activities and support materials/media (written, audio, video, simulations, games, etc.) to facilitate skill development and continuous learning.
- G. Develop storyboards for e-learning and multi-media instruction.
- H. Create a knowledge management library and manage content updates.
- I. Track participants' course completion and evaluate learning effectiveness.
- J. Support Programs staff working on existing curriculum development activities.
- K. Execute other duties as assigned.

IV. General Office Responsibilities

- A. Attend and participate in staff meetings, retreats, and special sessions.
- B. Attend Children's HeartLink events.
- C. Participate in yearly performance reviews.

V. Required Experience and Skills

- A. Bachelor's degree in a related field.
- B. At least five years of experience in instructional design or education with proficiency in instructional design methods (ADDIE).
- C. Clinical experience strongly preferred and cardiac clinical experience a plus.
- D. Knowledge of blended learning models and remote trainings.
- E. Experience working with international partners preferred.
- F. Strong proficiency in Microsoft Excel, PowerPoint, and Word.
- G. Proficiency in e-learning design software (Articulate Storyline, Adobe Captivate, etc.)
- H. Experience working within various learning technology platforms including simulations, knowledge/experience with extended reality (XR) learning technology is a plus.
- I. Excellent skills in problem-solving, interpersonal communication, writing/editing, planning, organization, time management, multi-tasking, productivity, and efficiency.
- J. Ability to work independently and as part of a team in support of positive work culture.
- K. Ability to deal with ambiguity and changing priorities.

VI. Additional Information

- A. Salary is competitive. This position offers a competitive benefits package including health, dental, disability, and 403(b) with match.
- B. Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.

VII. How to Apply

Qualified candidates should submit the following items to Ann Odens, Operations Manager, at ann@childrensheartlink.org:

- 1) cover letter, including salary requirement;
- 2) resume; and
- 3) contact information for three references.

Thank you for your interest in Children's HeartLink.