



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 Bangladesh, Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink core values:

- Integrity: We build trusting relationships across cultures and honor our commitments.
- Innovate: We challenge the status quo, learning and improving.
- Collaborate: We work together and connect others to achieve desired results.
- Quality: We strive to deliver high quality programs and services.

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 and managing the development of learning support materials in multiple formats, coordinating volunteer contributions to learning materials, customizing existing materials and contributing to training evaluations.

II. Supervision

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

III. Responsibilities

- A. Develop annual learning plans for each partner hospital, in collaboration with Programs staff, medical volunteers and hospital partners. Includes identifying learning needs, developing learning objectives, and developing a plan to meet those objectives.
- B. Identify gaps in learning resources to meet specific learning objectives.
- C. Design, source, and/or manage the development of effective blended learning curriculum that meets the defined learning objectives appropriate for low resource settings. Consult on potential options, considering volunteer capabilities and principles of adult learning. Manage partner and volunteer teams to develop and revise curriculum and collaborate with subject matter experts at volunteer and partner sites to localize existing courses tailored to low resource settings.
- D. Apply adult learning and instructional design principles to create interactive, engaging, and high-impact learning experiences tailored to low resource settings.
- E. Create learning activities and support materials/media (written, audio, video, simulations, games, etc.) to facilitate skill development and continuous learning.
- F. Collaborate with partners, volunteers and CHL staff to implement curricula identified in learning plans.
- G. Manage CHL learning management system, HeartLink Hub and content updates, in collaboration with CHL staff.
- H. Drive adoption of HeartLink Hub and blended learning model across various audience including partners, volunteers, and other key audiences.

- I. Build skills to execute adult learning principles across key audiences, including CHL staff, partners and volunteers.
- J. Contribute to tracking participants' course completion and evaluating learning effectiveness in collaboration with Evaluation and Research Manager.
- K. Support Programs staff working on existing curriculum development activities.
- L. 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. Two to five years of experience in instructional design or education with proficiency in instructional design methods.
- C. Clinical experience strongly preferred and cardiac clinical experience a plus.
- D. Knowledge of blended learning models and remote training.
- E. Experience working with international partners preferred.
- F. Strong proficiency in Microsoft Excel, PowerPoint, and Word.
- G. Experience working within various learning technology platforms including simulations, knowledge/experience with extended reality (XR) learning technology a plus.
- H. Excellent skills in problem-solving, interpersonal communication, writing/editing, planning, organization, time management, multi-tasking, productivity, and efficiency.
- I. Ability to work independently and as part of a team in support of positive work culture.
- J. Ability to deal with ambiguity and changing priorities.

VI. Additional Information

- A. This full-time position includes competitive compensation and a generous benefits package including health, dental, disability, 403(b) with match, PTO and 15 paid holidays.
- 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.
- C. Children's HeartLink offers a hybrid work model, supporting remote and in-office work.
- D. The work schedule and location are flexible, but the candidate should have the ability to work the majority of hours during regular business hours.

VII. How to Apply

Qualified candidates should submit the following items to Ann Odens, Director of Operations and HR, at ann@childrensheartlink.org.

- cover letter, including salary requirement
- resume
- contact information for three references

Thank you for your interest in Children's HeartLink.