

Pennsylvania Association of Conservation Districts (PACD)

VACANCY ANNOUNCEMENT WATER RESOURCE TRAINER

Position Title: Water Resource Trainer or Instructional Designer

Number of Positions Available: 1

Salary Range: \$56,000-64,000/year commensurate with experience

Location: 5925 Stevenson Ave., Suite A, Harrisburg, Pennsylvania

Duties:

The PACD water resource trainer or instructional designer works under a technical training grant provided by the Pennsylvania Department of Environmental Protection (DEP). This grant provides technical training on 25 PA Code Chapter 102 (Erosion and Sediment Control) and 25 PA Code Chapter 105 (Dam Safety and Waterway Management) to delegated conservation district staff and DEP staff working in these programs, as well as the regulated community. The position may also support other conservation, water resource and water quality related training. This is a full-time, salaried position reporting to the Executive Director.

Responsibilities and Duties:

eLearning Development

- Convert existing PowerPoint presentations, reference manuals, live recordings, etc. into interactive eLearning modules using Articulate Storyline
- Work with subject matter experts (SMEs) to ensure the accuracy of all training

LMS Administration

- Upload completed digital training content to the LMS
- Create and configure courses and training programs, user accounts, and generate usage and course completion reports

Other General Activities

- Identify training needs, assist with classroom training events and develop annual budget
- Other related duties as assigned

Qualifications:

Preferred Skills

- Articulate Storyline and/or Articulate 360
- LMS administration (Totara or Moodle preferred)
- Ability to prioritize and manage multiple simultaneous deadlines and to work both independently with minimal supervision and as part of a larger team
- Self-motivated and willing to learn
- Critical thinking skills

Preferred Skills

- Video, audio, and image editing experience
- Basic understanding of HTML
- Microsoft Office (Excel, PowerPoint, Word)

Education:

Associate or Bachelor's degree preferred or equivalent experience.

Work Schedule:

This position is full-time, 37.5 hours per week. Hours are somewhat flexible. Occasional travel is required.

Benefits & Salary:

Salary range: \$56,000-64,000/year commensurate with experience. Benefits include health insurance, a 401k retirement plan, 14 paid holidays, and accrued PTO leave. Relocation expenses will not be provided.

How to Apply:

Candidates must submit a resume and cover letter to the PACD:

Please apply by e-mail with the subject heading "Water Resource Trainer" to jobs@pacd.org.

Deadline for Application:

All application materials must be received by 4:30 pm EDT on **June 5, 2024**.