Title: Instructional Designer, Adult Learning

Company: Sustainable Forestry Initiative, Inc.

Location: 2121 K Street NW, Suite 750
Washington, D.C. 20037

Job duties: Design, implement, and evaluate in-person, online and blended Professional Development (PD) workshops for educators that reflect best practices in instructional design, address the needs of the Project Learning Tree (PLT) environmental education program, as well as those of state partners and target audiences, and meeting all relevant quality standards. Present and make recommendations regarding course design, technology, and instruction delivery options. Adapt instructional content or delivery methods for different levels or types of learners. Design instructional aids for stand-alone or instructor-led classroom or online use. Develop instructional materials, such as lesson plans and, handouts. Develop instruction or training roadmaps for online and blended learning programs. Design, implement, and evaluate Professional Development for PLT’s national and international network of partners, in support of these partners’ own dissemination and delivery of high-quality PD programs for educators. Provide guidance and support to network partners in ensuring their PD reflects best practices in instructional design, addresses audience needs, and meets quality standards. Administer online delivery platforms (i.e. learning management system), create templates for customization and adaptation, collaborate with partners, and provide technical support as appropriate. Perform ongoing maintenance of existing content, materials, and programs to ensure continuous improvement and high-quality programs. Advise and develop PD content for PLT’s International Coordinators’ Conference; oversee requests for proposals and acceptance process; design, develop, and facilitate conference sessions in close collaboration with the Manager, PLT State Network. Identify, provide technical advice and implement creative uses of instructional technology in the delivery of PD for educators and the PLT network of state partners, including computer-based training, desktop videoconferencing, multimedia, and distance learning technologies. Provide content and ideas to various aspects of PLT Communications (newsletters, conference exhibits, advertisements, printing, marketing, sales), in collaboration with PLT’s Director of Communications and other PLT team members. Offer recommendations for the PD program budget; project timelines and budgets; coordinate with PLT team members, subject matter experts, external vendors and consultants. Advise on and implement strategies for engaging new and existing audiences as part of a sustainable business model for PLT’s in-person, online, and blended PD programs, in collaboration with PLT team members, state network partners, and key stakeholders. Develop new international partnerships and collaborate with
partners to design and implement educator and facilitator trainings in their countries. Represent PLT at national conferences and other network events. Contribute to grant proposals or other funding initiatives, as needed.

**Requirements:**
Must have a Master's degree in Education with a concentration in Adult Education, Instructional Design, or Educational Media & Technology. Must have five years of experience in adult education, professional development, or instructional design for adults using the ADDIE model; four years of experience in a variety of traditional and web-based adult professional development training approaches, including in-person, blended, online self-paced, and game-based; three years of experience in project management involving the management of multiple projects and activities, such as managing project budgets, collaborating with subject matter experts and other key stakeholders, storyboard development, and production of multimedia for public consumption; two years of experience with articulate storyline instructional design program; two years of experience administering and providing user support for learning management systems; and one year of experience designing training for international audiences and K-12 educators.

**Response Info (for SWA):**
To apply for this position, email a resume to the attention of Julia Hershberger, Sr. Operations Manager, at careers@forests.org. Subject line should say “Application: Instructional Designer, Adult Learning.”