

Title: Instructional Design Specialist and Department Administrator

Department: Equipping

Reports to: Director of Equipping

Classification: Full-time, 40 hours per week

SUMMARY: Frontiers is a Christian, faith-based non-profit working with churches to send their workers overseas. The role of the Equipping department administrator contributes to the mission of Frontiers by providing administrative support for the department Director and local and regional staff of the department to help them reach department goals.

ESSENTIAL RESPONSIBILITIES:

Instructional Design (75%)

- Develop courses in partnership with SME's (Subject Matter Experts) within the LMS (Learning Management System) for online deployment for prospects, candidates, and staff
- Maintain and update courses as needed
- Work with content production team to maximize the learning experience by:
 - Applying Adult Learning best practices to developing content
 - Sourcing engaging illustrations and content to enhance the learning experience
 - Incorporating learning activities and develop learning objectives
 - Edit and provide feedback for content producers
 - Develop learning activities for coursework
 - Create media (video, text, pdf, etc.) as needed for LMS courses

Dept Administrator (25%)

- Assist the Director of Equipping as needed
- Coordinate Director's schedule and travel as needed
- Assist with department logistics
- Event planning and management as needed

SKILLS/TRAITS:

- Aptitude for course creation using Learn 365, Articulate, Storyline & Rise, Sway
- Proficiency in Outlook, Word, and Excel
- Experience with Dynamics CRM, Microsoft Teams, Ticketleap, and Zoom is helpful
- Detail-orientated and highly organized
- Good communication and interpersonal skills and the ability to be a team player
- Takes initiative and has good problem-solving skills
- Follow oral and written directions
- Multi-task, and perform well under pressure

QUALIFICATIONS:

- High School diploma or GED
- At least two years of course development experience
- At least two years of administrative experience or equivalent
- Personal relationship with Jesus Christ

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

To apply, send a cover letter and resume to hr@frontiersusa.org. No phone calls please.