JOB ANNOUNCEMENT

Instructional Designer – Pediatric Environmental Health Specialty Unit (PEHSU) Program

The American College of Medical Toxicology (ACMT), a national nonprofit organization engaging in professional education and consultation on medical toxicological issues, is actively recruiting a FULL TIME experienced Instructional Designer to develop and deliver eLearning modules and other web-based learning instruments for its Pediatric Environmental Health Specialty Unit (PEHSU) Program. Although ACMT is based in Phoenix, the job can be done remotely. Additional information on ACMT is available at www.acmt.net.

In September 2014, the Agency for Toxic Substances and Disease Registry (ATSDR) selected ACMT to establish and administer PEHSUs in regions in the western half of the country for a five-year period extending through September 2019. The PEHSUs were established to address the broad problem of environmental hazards to children,[i] recognizing that pediatric care providers may not receive sufficient medical education or training on health effects of chemical and other hazardous exposures. The PEHSUs, located at ten academically based university medical centers across the United States, offer community members and professionals expert education, consultation and referral related to the prevention, evaluation, diagnosis, management, and treatment of environmentally related health effects.

General description:

The Instructional Designer will utilize principles of adult learning theory to create engaging, interactive and media-rich online training solutions working collaboratively with a team of physician subject matter experts and staff members from ACMT and the PEHSUs. The Instructional Designer will have overall responsibility for managing projects including analysis, design, development, implementation, evaluation, and continual improvement of instructional products in online formats. Key responsibilities include:

- Develop instructional strategies for proposed eLearning Modules and other web-based learning instruments that adhere to adult learning theory and include evaluation strategies that ensure achievement of performance objectives;
- Develop design documents, content outlines, storyboards, descriptions of visual and interactive components, text and audio narration, and media elements;
- Prepare content materials using Articulate Storyline, Adobe Captivate, Lectora or other comparable interactive eLearning authoring software;
- Select, implement, and manage a Learning Management System (LMS) for the National PEHSU program;
- Create and manage a new web-based training program;
- Establish and maintain a National Pediatric Environmental Health eLearning Classroom & Library.

The following skills and attributes are highly desired:

- In-depth knowledge of instructional systems, design and development models, principles, and practices, including instructional Systems Design models such as ADDIE;
- Experience with Captivate, Articulate or Lectora or comparable software;
- Experience developing storyboards and course material with appropriate use of visual elements, interactions and branching;
- Experience with web graphics, photo/video editing and audio recording/editing;
- Proven instructional assessment, design, development, and evaluation skills;

- Experience with selecting, establishing and managing learning management systems;
- Experience working with physicians and public health professionals;
- Strong presentation, communication, collaboration, and team working skills;
- Demonstrated ability to meet deadlines, manage competing priorities, and work both independently and as part of a team;
- Extremely strong and demonstrated work ethic;
- High comfort level with Microsoft Office applications including Excel, non-technical website development, and online communication tools;
- A strong interest in improving reproductive and children's environmental health.

Minimum Education Required:

- Masters Degree Instructional Design.

Minimum Experience Required:

- Minimum of three years of experience in instructional design and web-based training development.

Compensation & Benefits:

- Competitive salary, commensurate with experience.

- The Instructional Designer position is a full-time position and is funded through a Federal grant extending through September 2019.

- Benefits include flexible hours, paid vacation and matching contributions to a 401k plan.

Location: ACMT is located in Phoenix, but the job may be done remotely.

To apply:

Please email a cover letter, resume and 3 samples of your work in instructional design and web-based training to:

Paul M. Wax, MD
Executive Director
American College of Medical Toxicology
10645 N. Tatum Blvd. Suite 200-111
Phoenix, AZ 85028
jobs@acmt.net

Resumes will be accepted until the position is filled.

The American College of Medical Toxicology is an equal opportunity employer.

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[i] Pediatric Environmental Health Specialty Units. Association of Occupational and Environmental Clinics. Available at http://aoec.org/PEHSU. Accessed 3/5/14.