Sr. Learning Experience Designer (remote work available)

Our ideal candidate will be a critical player in designing and developing extraordinary learning experiences that enlighten, educate, and help grow bishops, priests, religious and lay people. Focusing on translating opportunities for greater outcomes into engaging learning solutions, you have expertise in adult learning and instructional design, partnering with subject-matter experts and internal and external stakeholders. You have an inventive spirit and lean into experimentation. Where no subject-matter experts exist, your broad experience, curiosity, and learning agility enables you to quickly become a subject-matter expert in your own right.

You will also design and catalog iterations of training materials, including hard copy, electronic copy, eLearning courses, slide decks, and infographics. You will oversee the design process from the beginning to conclusion, including assessing the effectiveness of the training created.

You'll need strong planning and project management skills to manage multiple priorities and pivot with agility when circumstances change, or a new direction is set. You will have strong business acumen allowing you to understand critical business needs, analyze issues, and communicate effectively with senior leaders. You also have a high degree of ownership and thrive in a fun, fast-paced environment. This position may require some travel to the Malvern, PA office for team meetings about 4-6 times per year.

Our candidate, as a practicing Roman Catholic, must be familiar with the environment and structures within the Church, including parishes, dioceses and apostolates.

KEY RESPONSIBILITIES

- Continually raise the bar by identifying, experimenting, and implementing new and innovative learning experience design approaches, tools, and systems.
- Oversee multiple systems and processes with the ability to learn new systems and processes.
- Assess training and development needs with leaders and participants (through analysis, surveys, interviews, focus groups, etc.,)
- Consult with business stakeholders to align on learning outcomes, learning experience design components, and timelines to meet shared business goals.
- Coordinate and organize collection of all learning materials, cataloging our "library" of course materials and help others understand how and where to access this material. Be seen as the subject matter expert of all learning material locations.
- Coordinates course review cycles and facilitates course redevelopments and updates.

- Demonstrated project management skills with the ability to function in a fast-paced environment, under time and priority pressures.
- Engage in routine quality assurance audits and modify content / activities when necessary to ensure exceptional end-user learning experience.
- Engage with internal peers in the collaborative design and development or updating of all course materials and related projects.
- Keep updated on the latest trends in instructional design, and in both remote and in-person learning and development.
- Working knowledgeable in e-learning development. Authoring software and cataloging software such as InDesign, Adobe Creative Suite, Camtasia, SharePoint, Microsoft and HTML a plus; able to (or learn to) edit videos, graphics, and images.
- Maintain and catalog updates to all training materials.
- Update existing training content to provide consistent structure, uniformity across all training elements and determine ways to optimize as well as suggest additional resources to offer for an improved training experience.

KEY SKILLS/QUALIFICATIONS

- Practicing Roman Catholic
- Bachelor's degree in Learning and Development, Adult Learning, Instructional Design, or related field or 3-5 years' experience in learning content design for adults.
- Instructional design experience designing creative learning experiences across instructor-led, virtual. E-learning modalities is a plus. ADDIE, SAM, or similar instructional design methodology.
- Possess superior critical thinking, strong interpersonal and communication skills, sharp time management skills, along with comfort working in a team environment
- Ability to prioritize work to meet deadlines, maintain a strong attention to detail, and work independently as well as collaboratively in group settings in a fast-paced, growing organization.
- Experience in evaluation or impact measurement design.
- Ability to reduce informational complexity to clear, succinct, and concise steps.
- Experience with remote learning technologies and communication tools or the ability to quickly learn new technology.
- High-level conceptual thinking, strategic thinking, and attention skills to develop content and meet deadlines.
- Proficiency in Microsoft Office suite of products as well as InDesign or other desktop publishing/graphics software.
- Enthusiastic participation in helping our quickly growing apostolate, including developing scalable practices and processes.
- Ability to create and maintain video, media, and interactive content, including voiceovers, graphic design, and/or video editing is a big plus!
- Desire and ability to foster a culture of innovation, teamwork, collaboration, flexibility.
- Exceptional project management skills.
- Produce training collateral in various formats including video, eLearning modules, infographics, and written content.
- An eye for visual design and knack for creating great user experiences.

- Passion for providing the best experience for training participants - ensuring maximum learning retention and having fun while doing it

What We Provide
- Strong faith-based culture and dedication to our mission
- Medical, dental, and vision benefits
- Virtual health services
- Basic life insurance
- Health Savings Account (HSA)
- SIMPLE IRA with company match
- Generous paid time off, holy days and holidays
- Opportunity for 15-minute daily virtual prayer with all team members across the US
- Mission-driven culture
- Flexible working hours with remote opportunities and/or hybrid arrangement in our Malvern, PA office