

DIGITAL COURSE DESIGNER

NATIONAL CADET TEAM

Cadet Programs is establishing a new content development team to assist in the creation of online courses, specifically aimed towards adult leaders. This new team will develop online modules for adults who work with cadets.

The National Cadet Team is in search of a Cadet Programs Officer to join the team and serve as an Digital Course Developer. The ideal individual will bring course development skills and experience to develop innovative online learning content for the adults who work with cadets.

Instructional design experience not required. If you have experience teaching/instructing, have developed a 30-minute lesson from start to finish and consider yourself a person who learns computer programs easily, please apply for the position.

Position Reports To: Senior Instructional Designer

Key Responsibilities

1. **Content Design.** Design and create online training materials for the adults who work in cadet programs.
2. **Collaboration.** Collaborate with the eLearn design team.
3. **Innovation.** Think outside the box to create engaging materials for adult learners.
4. **Quality.** Create high-quality content, free of errors.
5. **Other assigned duties.** As related to Cadet Programs course design.

Skills & Experience

- Experience writing a course or lesson, from start to finish.
- Experience teaching adult learners
- Ability to collaborate with a remote team.
- Attention to detail in reviewing final products for errors.
- Creative thinking and problem solving.
- Experience using PowerPoint
- Ability & willingness to learn Articulate Rise 360 and/or Articulate Storyline (user-friendly course design programming)
- Minimum completion of Level 2, Part 1.
- Knowledge of Cadet Programs preferred.
- Flexibility during the day to occasionally meet with National Cadet Team
- Position is ADY from current unit.

Application Instructions:

- Complete the National Staff Application Form and send it to HQCAPDP@capnhq.gov
- Please include a resume with the application form.
- Include work samples, if available.