



Notice of Open Position

A Union of Professionals

May 22, 2022

Job Title:	Senior Associate for E-Learning Instructional Design	Unit:	AFTSU
Job Number:	AOF-66-31-0522-N	Supervisor:	Director, Union Leadership Institute
Department:	Union Leadership Institute	Annual Salary:	\$91,939

Position Summary: The senior associate for e-learning collaborates with AFT's state and local affiliate leaders and partner organizations as well as with other AFT department staff to ensure AFT's Union Leadership Institute offers impactful, relevant, helpful, and engaging training opportunities through all possible modalities. We are looking for an assistant director with significant experience – or a willingness to learn and become proficient – in learning management systems (LMS) who is able to develop and implement and expand e-learning opportunities for AFT state and local union leaders. We also are looking for an assistant director with experience conducting in-person training for union members or activists in progressive organizations.

Position Responsibilities:

- Work with content experts to develop interactive, engaging, personalized and impactful e-learning courses accessible on desktop and laptop computers, tablets and phones.
- Lead ULI's instructional design work – from creation, implementation, assessments, maintenance and updating – for a variety of AFT ULI online and digital courses.
- Convert in-person trainings traditionally offered in workshop settings to online options.
- Design, implement, maintain and update e-learning courses that are respectful of our union's culture as well as sensitive to diversity, equity and inclusion.
- Design a variety of instructional tools – including role plays, video and feedback, polls, group work, quizzes, case studies, mini-lectures, Webinars, exercises, games, demonstrations, opportunities for reflection, tutorials, appropriate feedback, etc.
- Write scripts for trainers making audio or video presentations for training modules.
- Construct online courses so that content is available over different time periods – from week-long tracks to one-session-a-week-over-ten-weeks to micro courses and everything in between.
- Track and analyze usage data of online learning modules to recommend edits, updates and changes.
- Develop and maintain an electronic course catalogue.
- Manage ULI's online learning communities.
- Assist in ensuring AFT's e-learning site is nimble and provides a positive online training experience for those using the platform.
- Stay current with online training trends, resources, programs, platforms, technological advances and assess what may be of value for AFT's leadership training programs.
- Write and update texts and manuals to accompany online trainings.
- Deliver engaging in-person and online training courses.
- Ensure all trainings accrue to building a stronger union with skilled leaders and engaged members.
- Other duties as assigned.

Primary Knowledge, Skills and Abilities:

- Knowledge of instructional design and instructional technologies including learning management systems (LMS) and architecture.
- Able to storyboard.
- Experience using online authoring programs; experience with online editing.
- Strong online graphics skills.

AFT is an Equal Opportunity Employer

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

- Strong written and oral communication skills; active listener.
- Able to storyboard, write audio and video scripts and write instructional text.
- Able to communicate and engage diverse audiences; Spanish fluency a plus (but not a requirement).
- Able to work independently and as a member of the ULI team and within a large union.
- Able to travel and work on weekends and week nights when conducting a training

Work Environment: • The work is generally performed in an office environment, but also requires moderate out-of-town-travel.

How to Apply: Applicants should submit a cover letter and resume via the following link: [LINK HERE](#).

Internal Posting Period: Internal posting period expires **DATE**. External applicants may be considered as of **DATE**.

cc: Audra George, AFTSU President

AFT is an Equal Opportunity Employer

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.