

Educational Content Development Coordinator

If making a difference in the world for both today and tomorrow fuels your personal career goals, then read on...

The only energy council of its kind, the **PROPANE EDUCATION & RESEARCH COUNCIL (PERC)**, a Washington, DC based organization, works with the propane industry, consumers, and partner industries to increase the adoption of propane as a clean, domestic, and affordable energy source.

PERC has an excellent opportunity for an **Educational Content Development Coordinator**. This non-exempt position reports to the Vice President, Safety Education and Compliance, and could be based out of a home office for the right candidate with proven ability to be self-motivated and directed.

Job Summary:

The Educational Content Development Coordinator will be responsible for designing all course content and developmental programs for the Propane Education and Research Council's educational, training and compliance programs. This position will focus on learner engagement, performance support and measurement, and will create instructor and participant guides, as well as exercises/activities and all supporting material. Courses will cover task based/positional content, sales, technical and compliance training as well as soft skills and leadership development. This role will be responsible for instructional design, gamification, instructor-led, e-learning and both synchronous and asynchronous forms of learning. The Coordinator will also be responsible for interacting with PERC's safety and compliance team, as well as the learning management system. This position will be directly responsible for all aspects of content development including catalog maintenance, delivery and reporting, while ensuring the highest level of stakeholder service and confidentiality at all times.

Knowledge, Skills, Abilities, and Requirements:

- Minimum of five years instructional design experience
- Knowledge of instructional design methodology and adult learning theory
- Experience with Learning, and Talent Management Systems
- Ability to conduct cost-benefit analysis and calculate training ROI
- Advanced organizational skills with the ability to handle multiple assignments
- Ability to present complex information to a variety of audiences
- Proficiency in e-learning authoring software
- Proficiency in MS Office

Competencies:

- Strong written and verbal communications skills
- Ability to express ideas and disagreements, constructively resolves conflict, and encourage others to do the same
- Meets the expectations and needs of internal and external stakeholders
- Problem solving skills
- Ability to work independently and/or as part of a creative team
- Ability to prioritize and meet deadlines
- Ability to quickly take in large amounts of information and reduce to teachable segments
- Strong communication skills to develop training programs and procedures

Education:

Bachelor's degree in Computer Science, Education, Instructional Design, Content Management, or related field. Development of technical training and compliance-based training a plus.

Licenses, Certifications, Qualification, or Standards:

Working Conditions:

Office Work Environment (76%-100%)

Travel (up to 25%)

PERC offers excellent benefits including: competitive salary, two weeks' vacation, 401(k) retirement plan, healthcare (including prescription, eye care, and dental), LTD and life insurance policies.

For confidential consideration, please send resume, cover letter, salary expectations and references by email to Theresa Ryan at jobs@propane.com. Only candidates who meet the above criteria will be considered.

The Propane Education & Research Council is an equal opportunity employer.