**Learning and Development Specialist**

Catalyst Learning Company (CLC) provides high quality skill and career development programs to healthcare organizations across the U.S. These programs target the frontline associates of the organization – from entry-level individuals to first-level supervisory nurses. Catalyst Learning is honored to serve 540+ acute care hospital customers including HCA, the VHA, and many Catholic and regional health systems.

**Position Overview:**

The Learning and Development Specialist reports to the Vice President of Product Management. Specific responsibilities include, but are not limited to:

* Work with senior staff to design, develop, and edit curriculum content, materials, assessment tools, and other resources for in-person and online courses. Ensure that work is delivered on time and at the highest possible quality.
* Assess learning needs of the target audience; analyze existing instructional materials.
* Provide administrative support related to content development and improvement. For example, applications for continuing education approval, coordinating updates for re-print of materials, etc.
* Deliver train-the-trainer webinars and/or other related instruction.

**In this role you will:**

* Contribute to the development of multiple learning projects simultaneously.
* Assist with identifying resources needed (both internal and external) to ensure deadlines are met and quality standards achieved.
* Work with external vendors and consultants.
* Collaborate with internal and external subject matter experts to create education and training materials.
* Develop learning programs that include multiple modalities: self-paced e-learning, virtual and face-to-face workshops and on the job learning activities.
* Utilize feedback from course surveys and evaluations to continuously improve learning effectiveness and inform product updates

**We are looking for individuals who have:**

* Instructional design experience. Ability to design and develop instructional material that supports the company’s products.
* Current knowledge of effective learning and development methods including understanding of training trends and best practices.
* Knowledge of adult learning principles and best practices.
* Familiarity with e-learning platforms and content creation.
* Creativity and attention to detail.
* Strong writing and editing skills. Proofread and edit own work and work of others to ensure quality, readability, and consistency.
* Healthcare and career coaching experience are a plus.

Requirements

* Bachelor’s degree in Education, Curriculum Development, Instructional Design, or another related field.
* Minimum of one to two years of experience in curriculum / training design and development for adult learners.
* Ability to develop creative and engaging training and career development materials for an adult audience in a variety of formats and media.
* Excellent knowledge of Microsoft Office software.
* Proficiency with Articulate 360 software .
* Strong organizational, verbal and written communication skills.
* Ability to work in a team environment and meet tight deadlines.
* Adaptability. This position may require scheduling flexibility to accommodate project schedules and deadlines.

Benefits

Medical Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 401K Plan, Special Incentive Plans, continuous learning and team-focused culture.

Please e-mail resumes to: mailto: info@catalystlearning.com