

## **Manager of Learning and Development**

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

- Inform and contribute to overall product strategy for new product development and existing product updates.
- Lead the design and creation of career development and education programs that CLC will market nationally to healthcare customers. Ensure that projects are delivered at the highest possible quality, on time, and within budget.
- Perform as an individual contributor and member of the instructional design team in addition to managing projects.

### **In this role you will:**

- Manage multiple complex learning projects. Develop project work plans and schedules; monitor team activity and progress using a project planning tool.
- Design and develop learning programs that include multiple delivery modalities: self-paced e-learning, virtual and in-person workshops ,and on-the-job learning activities.
- Ensure that course materials and layouts are creative, on-brand, and visually appealing.
- Cultivate relationships and collaborate with external vendors and consultants, and with internal and external subject matter experts.

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

- Instructional design expertise and current knowledge of effective learning and development methods, trends, best practices.
- Career coaching and development expertise; ability to use various tools to assess the skills and traits that will make a person successful in certain job roles.
- Enthusiasm and interest in working within a small and growing company.
- Curiosity and a desire to be innovative

### **Requirements**

- Bachelor's degree or higher in Education, Curriculum Development, Instructional Design, Organizational Development, or another related field.
- Minimum five years of experience in curriculum / training design and development, and/or workforce development and career coaching.
- Minimum two years of leadership or management experience in related field.
- Excellent software skills including Microsoft Office and expertise with e-learning and content creation software (e.g., Articulate Storyline; Captivate)
- Strong organizational, verbal and written communication skills.
- 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 opportunities, and team-focused culture.

Please e-mail resumes to: mailto: [info@catalystlearning.com](mailto:info@catalystlearning.com)