

# PREVENTION FIRST

## Instructional Design Specialist

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### POSITION SUMMARY

The Instructional Design Specialist will be responsible for creating instructor-led classroom training, live web-based training and online training courses for substance use/misuse prevention specialists, community-based organizations, coalitions, schools, law enforcement, and others also working to prevent substance misuse in their communities.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops training content related to substance use/misuse prevention strategies and approaches using identified resources; designs instructor-led classroom training, live web-based training and online courses using a proven instructional design process, such as the ADDIE model.
- Develops comprehensive, production-ready training products, including, PowerPoint presentations, facilitator guides and participant guides/materials; develops online courses using e-learning authoring software, such as Articulate, and related technology.
- Develops and incorporates professional graphics, animations, audio, and video into projects.
- Conducts a review process of all training product drafts with stakeholders; incorporates feedback and conduct the final edit of all products.
- Establishes course objectives, develops design documents and develops/monitors timelines for assigned projects.
- Assesses consumers' baseline knowledge, skills, and abilities; conducts research and interviews subject matter experts to develop training content.
- Designs quizzes and meaningful course interactions to increase learning and retention.
- Conducts an evaluation of all training programs, including the development and analysis of participant satisfaction surveys, embedded testing, and pilot training observation; makes modifications to curricula based on evaluation results.
- Develops professional development resources such as fact sheets, white papers, and resource guides for informational purposes.
- Maintains current, comprehensive knowledge of substance use prevention best practices and instructional design technology and best practices. Attends meetings, trainings, workshops, or seminars for professional development as needed.
- Utilizes Microsoft Word, Excel, PowerPoint, Articulate Presenter and Storyline, Zoom, internal learning management system and other software.

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## POSITION QUALIFICATIONS AND REQUIRED EXPERIENCE

Requires a Bachelors degree in Instructional Design or related field with three to five years instructional design experience; experience in substance abuse prevention; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience applying the ADDIE model (or other reputable model) to develop creative, interactive and engaging web-based an/or instructor-led training materials/courses is required. Must have in-depth knowledge and experience in the application of adult learning principles and be able to successfully work in collaboration with Subject Matter Experts.

## DESIRED SKILLS AND ABILITIES

- Creative - Ability to produce new concepts, ideas, and solutions.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result; works on several projects simultaneously with internal motivation to finish assigned projects on time.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to use analytical skills to identify and understand learner needs to develop effective training solutions.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to work independently or as part of a team is essential.

## ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services through the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- 401(k) plan (eligible after 90 days, vested after 1 year)
- Medical, dental & vision

This is a full-time, FLSA exempt position, reporting to the Manager of Instructional Design. This position is based in Chicago or Springfield, with the option to work from home. The starting salary is \$55,000.

## APPLICATION

Please e-mail your cover letter and resume to [heather.worth@prevention.org](mailto:heather.worth@prevention.org). **Deadline to apply is Monday, August 2, 2021.** No phone calls, please! EEO employer.