eLearning Developer

**JOB TYPE**

- Job Category: Curriculum Development/Training
- Location: Fairmont, WV
- Schedule: Full-time
- Travel: Limited
- Shift: Day

**JOB DESCRIPTION**

The eLearning Developer reports to the Supervisor of Online Training and Development and is an integral part of the training section that contributes through numerous duties to assist in meeting planned goals and attaining successful project outcomes. The eLearning Developer works with others in the development of online training courses using eLearning authoring tools, graphic design products using industry standard software, and other necessary class materials using Microsoft Office. This position also involves varied administrative duties to ensure that appropriate records are maintained and all Section compliance requirements are adhered to.

**JOB EXPECTATIONS**

- Demonstrates an intermediate level of competency building online courses using eLearning authoring tools such as Articulate Storyline or Adobe Captivate
- Demonstrates an intermediate level of competency developing graphic products using industry standard design software such as Photoshop, InDesign, and Illustrator
- Demonstrates an intermediate level of competency to develop course materials using MS Word™, PowerPoint™ and Excel™ software
- Brainstorms new topics and areas of training
- Organizes and carries out operational tasks associated with setting up a Subject Matter Expert (SME) meetings
- May attend SME meetings and assist with the recording process
- Assists in research related activities of course or instructional design content and concept
- Assists in the development and design of new training courses and materials for online and classroom-based courses
- Assists in the modification of existing training materials
- Assists as needed in writing new hypotheticals (e.g. case study which ties training together)
- Administratively maintains the documentation of training courses, including digital files as well as archived paper-based files
- Assists with review and editing of course materials
- May participate in Instructor Development Programs with senior level developers
- Performs special projects as required within an established time frame
- Coordinates with NW3C employees assigned to special projects as required
- Assists NW3C employees with respect to general Section services
- Other duties may be assigned by the supervisor as deemed appropriate for this position

QUALIFICATIONS

Education
- Bachelor’s degree from an accredited college or university. Degree in education, communications, graphic design, technical writing, journalism, educational technology, or similar liberal arts studies preferred
- Demonstrated proficiency using MS Office software, Articulate Storyline or other eLearning authoring tools, and industry standard graphic design software such as Photoshop, InDesign, and Illustrator
- Basic understanding of graphic design processes such as branding/advertising, page layout/design, and user interface design
- Knowledge of federal, state and local law enforcement operations, the criminal justice system, criminal intelligence activities, investigative and analytical techniques and related activities preferred

Abilities
- Ability to multi-task and accomplish position dimensions with minimum direction
- Ability to consistently meet goals and deadlines
- Ability to effectively present information and respond to questions as required
- Ability to work with mathematical concepts and to apply them to situations
- Ability to communicate effectively, both verbal and written skills as well as strong presentation skills
- Ability to work both as an independent contributor and as a strong team player
- Ability to interface with all levels of the organization
- Ability to work in and adapt to a changing environment
- Ability to translate extracted and sourced data into user friendly formats
- Ability to be adaptable and flexible while responding to deadlines on assignments and workflow fluctuations
- Ability to read, analyze, and interpret documents such as general business periodical journals, financial records, legal documents and procedure manuals
- Ability to define problems collect data, establish facts and draw valid conclusions
- Ability to compile reports, business correspondence and procedure manuals that conform to the prescribed style and format
- Ability to interpret an extensive variety of technical and general instructions in various forms and deal with several abstract and concrete variables.
- Ability to accomplish a wide range of responsibilities and consistently meet or exceed deadlines and goals.
- Ability to maintained confidentiality, work as part of a team and inspire teamwork in others
- Knowledge of general statistical analysis
- Knowledge and ability to define and solve practical problems, collect data, establish facts and draw valid conclusions.
- Knowledge of concepts associated with business acumen and analytical skills
• Must have a commitment to a client service environment and the ability to represent NW3C in a professional manner
• Must be flexible and able to adapt to new and varied circumstances

**Dynamic atmosphere**
Over the years our work has been funded largely by the Department of Justice and they will continue to be a valued partner for us. At the same time, we're looking to expand beyond the public sector, and that means we're bringing a new level of entrepreneurialism into the organization. You will help ensure that we have an energetic, creative, and future-oriented culture.

**Professional development**
If you are currently looking for the chance to let your innovation, passion for technology, and skills and abilities shine, this is your chance. It also can be a great transition from a government career into industry -- we have a foot in both worlds. You won't be micromanaged and we are wide open to any well-considered idea.

**Making a mission-driven difference**
You will join a staff that is strongly committed to NW3C's mission. Our services make a difference in a variety of areas, from ransomware to identity theft to cyberbullying. At the end of every day, you can feel pride in the work you deliver and the impact you make.

**Great environment**
We take pride in our collegial, team-focused culture, and as part of our team you'll enjoy flexibility as well as a collaborative environment. You'll find that people like working here, as demonstrated by the high number of long-tenured individuals.

**Excellent compensation and employee benefits**
In addition to a competitive salary, we offer a comprehensive benefits package which includes a generous offering of health, dental, vision, life and disability insurance, sick, and vacation leave, holiday pay, as well as a retirement savings plan with a generous company match and contribution formula.

**ABOUT US**
NW3C provides a nationwide support system for law enforcement and regulatory agencies involved in the prevention, investigation, and prosecution of economic and high-tech crime. We also are expanding globally, and today we have more than 5,000 member agencies in the U.S. and its territories as well as 15 other countries throughout the world.

**Classroom and online training**
We offer training from an extensive catalog and as well as develop customized training solutions. Our courses cover a wide array of subject matter, including cyber investigation, cybersecurity, financial crime, intelligence analysis, and cyberbullying.
Technical assistance
We offer analytical technical support to agencies investigating and prosecuting white collar and related crimes. Examples includes providing guidance in handling financial investigations and proper handling of electronic evidence (smartphones, computers, etc.). We provide assistance related to high-tech crime, financial crime, intelligence analysis, and research.

NW3C is an Equal Opportunity Employer
Successful completion of background investigation and drug test required

To apply, please send resume and indicate the position of interest via email to opportunities@nw3c.org or adeane@nw3c.org