**Instructional Designer**

**Talent Solutions**

The [Virginia Talent Accelerator Program](https://www.vedp.org/incentive/virginia-talent-accelerator-program) is seeking an Instructional Designer to help create highly customized and engaging training deliverables as part of a new world-class Talent Solutions Division within VEDP. Operated by the [Virginia Economic Development Partnership](https://www.vedp.org) (VEDP), the Virginia Talent Accelerator Program provides fully customized talent acquisition and training solutions at no cost to qualified new and expanding companies as an incentive for job creation.

The core deliverables for this position will be new-hire training modules that are fully customized to a client company’s unique processes, equipment, procedures and standards.

This position offers a rare and exciting opportunity to work on multiple projects with the world’s most prestigious manufacturing companies as they deploy leading-edge technologies at their new or expanding Virginia locations. In addition to creating compelling training programs, the instructional designer will have the ability to incorporate the latest technologies in design along with serving in a client facing role to deliver to a target audience.

You will do this as an employee of VEDP, which offers a highly attractive compensation package, featuring a defined benefit retirement program that fully vests in just five years.

The position reports directly to the Managing Director, Customized Training Operations, Talent Solutions, and will be based in the southwest region of Virginia with required travel to client locations.

**Responsibilities:**

* Create, design and delivery of highly customized training programs for each client company’s unique processes, equipment, procedures and standards
* Work with subject matter experts to identify the training needs of the client and the target audience
* Identify areas of opportunity for the use of technology mediums for content delivery to promote a world-class training experience
* Support client assessment needs and conduct various levels of review with occasional domestic and international travel
* Contribute to the design and development of a core suite of modules that will serve as program’s core offerings in manufacturing related topics such as safety awareness training, lift vehicle operations, automation and maintenance techniques
* Maintain relationships with the client’s leadership team and support the project management functions to ensure all deadlines are met and that all VEDP deliverables are highly valued by the client
* Support the VEDP project manager with new projects that promotes the team’s efficiency with an eventual opportunity to manage projects independently

**Skills:**

* Proficiency in designing, creating and/or facilitating training courses for new hire scenarios, including OJT or related experience
* Excels under pressure, in a fast-paced, high-profile work environment
* Enjoys meeting needs/deadlines of internal and external customers
* Extensive knowledge of eLearning methods and practices

**Education/Experience:**

* Manufacturing operations background is helpful
* Significant instructional design experience in a general manufacturing operation
* At least 3 years of experience of training facilitation, preferably in a manufacturing or corporate environment
* Experience in project management with cross-functional teams (internal/external)
* Experience developing and delivering training using eLearning and preferably AR or VR technologies
* Private-sector experience working in and/or with large, multinational firm(s) is a plus
* Bachelor’s degree in a relevant field is preferred; advanced degree is a plus

Under Executive Directive #18, effective September 1, 2021, all employees must disclose their COVID-19 vaccination status to designated Human Resources personnel. If fully vaccinated, employees are required to submit vaccination documentation to designated Human Resources personnel. Those who are not fully vaccinated or have not disclosed their current vaccination status, must undergo weekly COVID-19 testing. All weekly testing results must be disclosed to designated Human Resources Personnel.

All candidates must apply through our website <https://www.vedp.org/about-vedp>.  Candidates with disabilities are encouraged to apply. A valid Virginia driver’s license is required. Application deadline: December 30, 2021.

*VEDP is an Equal Opportunity Employer. All applicants are considered for employment without regard to race, sex, color, national origin, religion, sexual orientation, gender identity or expression, age, veteran status, political affiliation, genetics, or against otherwise qualified individuals with disabilities. It is VEDP’s intent that its employment and personnel policies and practices conform to all applicable federal, state, and local laws and regulations regarding non-discrimination and affirmative action.  Applicants requiring more information or requiring assistance may contact VEDP Human Resources at 1-804-545-5634 or* [*vedphr@VEDP.org*](mailto:vedphr@VEDP.org)*. TDD 1-800-828-1120.*