



Government Finance Officers Association

Job Opening: Instructional Designer / Trainer

About GFOA

For over a century, Government Finance Officers Association (GFOA) has been dedicated to promoting excellence in state and local government financial management. GFOA has been accomplishing this mission by identifying and developing the highest quality financial policies and practices and promoting them to the public through education, training, and leadership. The association's nearly 20,000 members in the United States and Canada rely upon GFOA to provide timely information, practical educational opportunities, high quality professional publications, and the latest information on best practices.

Position Summary

We are currently seeking an instructional designer to develop, update, and expand our training programs to support development of online, on-demand, and face-to-face training programs for the government finance profession.

Under supervision of GFOA's Director of the Technical Services Center, this position collaborates with the technical finance and accounting subject matter experts, volunteer and contract trainers, as well as GFOA's marketing team to create innovative learning and development solutions for members.

General Responsibilities

- Partner with subject matter experts to develop, update, and expand training programs
- Design training courses, materials, instructor guides, and other learning programs necessary to meet training needs
- Drive change, suggesting new and creative approaches to delivering content to learners
- Develop and employ tools and technologies appropriate for a variety of learning delivery methods
- Coordinate and contribute to instructional analysis, design, and evaluations activities

Required Education and Experience (an equivalent amount of training, education, and experience will be considered)

- Bachelor's degree in education, instructional design, adult learning, or related field
- Five years' experience working with technical content and technical subject matter experts
- Diverse portfolio of learning technologies including instructor-led, web-based, and mobile delivery
- Knowledge of accounting, auditing, or financial reporting preferred

Required Knowledge, Skills, and Abilities

- Demonstrated application of instructional design theory and best practice methods including adult learning theory, instruction-led and e-learning theory to deliverables
- Ability to develop engaging instructor-led, online/e-learning courses that integrate multimedia including simulations, audio, and video
- Current experience with training and design tools such as: Adobe Captivate, Articulate, Camtasia, Adobe Creative Cloud (Photoshop, Audition)
- Excellent written, verbal, and visual communications skills
- Project management skills and ability to manage multiple projects simultaneously

Compensation:

- Competitive salary and benefits

For more information or for questions, please contact Beth Aldana. **Deadline to apply is July 5.** Applicants should submit a resume and cover letter via e-mail to:

Beth Aldana
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