

**PENNSYLVANIA COALITION AGAINST DOMESTIC VIOLENCE**

**E-LEARNING SPECIALIST  
JOB DESCRIPTION**

**DEPARTMENT:** Administration  
**REPORTS TO:** Training Institute Manager  
**FLSA STATUS:** Exempt  
**GRADE LEVEL:** E  
**PREPARED BY:** Training Institute Manager  
**PREPARED DATE:** July 22, 2010  
**APPROVED BY:** Executive Director  
**APPROVED DATE:** July 22, 2010

**PRIMARY RESPONSIBILITIES:**

The E-Learning Specialist's role is to assist training specialists with organizing content using Web-based educational models and corresponding software tools. The E-Learning Specialist will also participate in the design, construction, and implementation of courses that support training objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Collaborate with content providers to create course materials, exercises, and assessments for Web-based learning.

Assist content providers to ensure that content is created using current Web-based learning technology and models.

Design and develop Web-based learning using Adobe Captivate, Flash, Photoshop and other software as necessary.

Oversee the conceptualization, development, and layout of the E-learning content.

Collaborate with content providers to create interactive multimedia training and learning opportunities.

Attend and participate in PCADV staff meetings and in-service trainings as directed.

Perform other duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities

**QUALIFICATIONS:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or

07/22/2010

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in related field or equivalent combination of education and experience.

Direct, recent experience with e-learning development, curriculum design, training methodologies, and online education.

Strong familiarity with recognized e-learning technical standards.

In-depth, hands-on knowledge of authoring technologies and multimedia applications, including Adobe Captivate, Flash, and Photoshop.

Experience with building and maintaining courseware.

Experience with adult learning principles and course design techniques, as well as the ability to identify and fulfill adult student needs.

Demonstrated knowledge of the issues and implications of distance learning, along with mitigation strategies for dealing with them.

**COMMUNICATION SKILLS:**

Excellent written and oral communication skills, ability to read, analyze and interpret general reports, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from content providers and the project partners.

**REASONING/SOCIAL/PSYCHOLOGICAL & OTHER SKILLS & ABILITIES:**

Must possess strong organizational and analytical skills, ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to effectively deal with stressful/frustrating situations, give required information and receive complaints. Ability to constantly meet deadlines and perform multiple assignments simultaneously. Ability to maintain total concentration/mental focus over a protracted block of time.

**COMPUTER SKILLS.**

Working knowledge of computers and word processing experience - Macintosh preferred.

**PHYSICAL DEMANDS.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear.

**WORK ENVIRONMENT.**

07/22/2010

The noise level in the work environment is usually quiet.

**OTHER SKILLS AND ABILITIES:**

A commitment to the goals and philosophies of PCADV is required.

Access to reliable transportation; willingness and ability to travel locally and statewide; some overnight travel may be required.