



**ArcSource Group, Inc.** is a certified Woman-Owned Small Business that provides full lifecycle training, and management and IT-related services. Since 2008, ArcSource has successfully served Federal civilian and defense customers by combining program management expertise, operational experience and technical skills with innovative, effective solutions.

The **Instructional Designer** will modify existing training material and design, develop and format job aides, Technical Orders and other training tools and courseware. Strong writing skills are needed to ensure that instruction within Technical Orders and other training-related material is clear and logically organized. Training is delivered web-based and face-to-face. Understanding of LMS, 508 Compliance and Captivate required. Previous experience working on civilian or defense government contracts and ability to remain flexible to shifting customer needs required.

**Essential Responsibilities:**

- Develop instructional materials according to defined standards
- Writing/editing of Technical Orders, instructor guides, manuals, job aids, and other documentation
- Work with civilian and military customer that include subject matter experts, analysts, trainers, and developers
- Support team relationships and coordinate work efforts in a virtual environment.
- Design and develop technical training (storyboards) to meet learning objectives

**Skills and Abilities Preferred:**

- Possess strong technical writing/editing skills related to content and instructional materials development
- Ability to design courseware to support defined learning objectives
- Understanding of ADDIE, Adult Learning Principles and Brain-based learning philosophies and methodologies and familiarity with training environments and blended learning applications
- Strong training assessment and evaluation skills
- Experience with video and audio recording of training sessions a plus
- Working knowledge with maintaining and updating Microsoft Access Database a plus
- Experience using conferencing and collaboration platforms (Teams, Zoom, WebEx, etc.)
- Ability to work well with a range of stakeholders and ability to work well independently
- Possess strong verbal communication skills, is a team player
- Experience with learning management systems and principles of Section 508 Compliance a plus
- Proficiency with MS Office Suite, SharePoint, Captivate (or authorizing tool)

**Education and Experience:**

- Bachelor's degree in instructional design, adult education, or a business and management related field
- 4-6 years minimum designing web-based training or working in training environment

**Working Conditions/Physical Demands:**

- Work is performed in the Frederick, Maryland area and remotely
- Local Travel is required (15%)

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing. ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.*