

## EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

**TITLE:** Technical Specialist, Instructional Design  
**REPORTS TO:** Director, Instructional Design & Learning Experience  
**DEPARTMENT:** Training & Learning  
**DIVISION:** Global Programs  
**LOCATION:** New York, NY or Remote USA  
**EFFECTIVE DATE:** October 1, 2025

**PRIMARY FUNCTION/PURPOSE:** The Technical Specialist, Instructional Design, is responsible to design and build learning products that enable program and partner staff to deliver tested methodologies and drive program impact. The Technical Specialist designs and delivers learning materials contextualized for various formats, including classroom-based and virtual instructor-led training (ILT & vILT), e-learning and blended learning solutions. The Technical Specialist collaborates with Directors, subject matter experts (SMEs), trainers and cross-functional teams to assess learning needs and develop instructional resources that align with our core values, theory of change and strategic priorities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- Lead the end-to-end instructional design process, collaborating with Directors, SMEs, consultants, trainers and cross-functional teams to ensure the creation of high-quality technically accurate learning-centered processes and materials.
- Oversee user-centered learning needs and target audience assessments to inform the design of effective and context-sensitive instructional strategies.
- Create instructional materials such as storyboards, facilitator guides, participant workbooks, e-learning modules, and microlearning videos.
- Design learning experiences and materials for diverse audiences—including program and partner staff, and locally-based change agents—in collaboration with field teams and stakeholders, ensuring that materials reflect adult learning principles, participatory methods and inclusive pedagogy with an attention to user accessibility and cultural context.
- Develop and strategically use diverse delivery platforms and methods including e-learning, in-person, virtual and blended learning, adapted to partner contexts and settings as relevant for effective learning experiences.
- Promote the strategic use and development of internal procedures and engagement tools that socialize and drive learning-centered processes.
- Advise implementing teams during rollout of newly designed training and learning products to promote integrity to the design and adult learning principles

- Design evaluation frameworks and assessments to measure learning application and inform performance improvements, and oversee evaluation of learning effectiveness through feedback, surveys, and assessments.
- Manage translation processes and consultancies for adaption of learning products for different regions and contexts.
- Manage performance on all vendor and consultant scopes of work associated with learning materials, and learning process facilitation.
- Stay abreast of emerging technologies and trends in instructional design and e-learning; and recommend technologies to the Technology Governance Committee in compliance with internal procedures.
- Collaborate with Training & Learning unit Director and other department leads on annual planning and budgeting for the development of learning solutions.
- Build and maintain strong relationships within the organization and with external partners
- Perform other duties as assigned.

#### **SUPERVISORY REQUIREMENTS:**

- While there are no direct supervisory responsibilities, the position may require:
  - Engagement and oversight of key deliverables of external consultants, vendors and/or interns
  - Coordination and accountability for internal working groups

#### **EDUCATION:**

- Master's degree in Instructional Design, Education, Learning & Development, or a related field or equivalent experience.
- Degree or minor in International Development or equivalent experience preferred.

#### **EXPERIENCE:**

- A minimum of five (5) years of experience in instructional design or curriculum development for adult learners.
- Experience designing instructional content for humanitarian or international development contexts.
- Experience with adult learning principles, a learning-centered approach, and a variety of instructional design models (e.g., ADDIE, SAM, Bloom's Taxonomy, Trauma Informed Instructional Design/ TIID) in the development and iteration of learning solutions.
- Experience in designing learning content for low literacy, multi-lingual, low-bandwidth and offline settings, including inclusive design options for learners with disability or limited digital literacy.
- Experience designing culturally responsive learning products and adapting content in co-creation with local collaborators or field-based facilitators.
- Experience with Learning Management Systems (LMS) like Ruzuku, Moodle or TalentLMS, and familiarity with mobile or offline platforms used in low-resource environments (e.g., SMS, WhatsApp, Interactive Voice Response/IVR).

- Experience with development of monitoring and evaluation mechanisms, and user and learner feedback loops, to assess training and learning effectiveness (i.e., knowledge and skills transfer, and learning application and use toward an intended change)
- Experience with consultant and vendor management, including requests for proposal, bid analysis and contracting procedures.

**RELATED SKILLS:**

- Ability to manage multiple projects, timelines and maintain documentation throughout the design and delivery processes.
- Ability to exercise tact and diplomacy in complex situations and to maintain relationships, establish trust and drive results across varied teams.
- Detail-oriented with strong organizing, prioritizing, goal-setting and time management skills for effective self-management, task execution and personal accountability
- Understanding of the development sector with proven ability to observe, consider and contextualize for appropriate cultural and location-specific awareness and adaptation.
- Familiarity with learning tools such as Articulate Rise/Storyline, Canva, and mobile-first delivery (e.g., WhatsApp, SMS).
- Proficient in Microsoft Word, Excel, PowerPoint, and experience working in GMail and Asana project management a plus.
- Excellent cross-cultural communication skills and experience working with multicultural, multilingual teams.
- Fluency in English essential; Spanish, Portuguese and/or French preferred.
- Passionate about Episcopal Relief & Development's mission and impact.

**OTHER REQUIREMENTS:**

- Ability and willingness to travel up to 15% of the time in diverse and under-resourced environments.
- May be required to work long hours and a varied schedule including evenings and weekends.
- While this is a full-time position, arrangements can be made for remote and agile work schedules.

**SALARY & BENEFITS:**

- Annual salary range of \$100,000 - \$110,000 Per year
- Competitive, comprehensive benefits package offered

**How To Apply:** To be considered for the role, please email your resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line " Technical Specialist, Instructional Design ". For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org)

- Applications missing either a resume or a cover letter will not be considered.

*The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.*

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.