



visionSynergy

## **JOB OPPORTUNITY:**

Instructional Designer

Full-time position  
Begin immediately

**Salary:**

Competitive salary  
Growth opportunities based on performance

**Benefits:**

Major holidays + Paid vacation  
Flexible office/hours  
401K retirement plan

**Location:**

Prefer Seattle, WA / West Coast location  
Will consider remote location for highly qualified candidates

**Contact:**

Reply to [jobs@visionsynergy.net](mailto:jobs@visionsynergy.net)

## What is visionSynergy?

visionSynergy plays a unique role in the worldwide Christian movement as one of the few mission service organizations specifically dedicated to advancing ministry collaboration. visionSynergy empowers Christian organizations to work together for maximum impact by developing and strengthening strategic ministry networks and partnerships in critical areas of world mission.

visionSynergy advises numerous multi-organizational networks and partnerships of Christian mission organizations. We act as a catalyst, coach, and consultant – encouraging these groups to accomplish together what they could never do alone as they seek to advance the Gospel in every part of the world where Christ is not yet known. As a global advocate for collaboration, we encourage Christian leaders everywhere to adopt a partnership approach to ministry in their own contexts.

visionSynergy also provides a variety of tools and training to equip leaders within the specific networks we serve as well as the broader Christian / missions community. We provide these services through the Synergy Commons, our online peer learning community for network leaders and the Synergy Summit, a biennial gathering of network leaders for 3 - 4 days of inter-networking, learning, and shared best practices.

visionSynergy is a small team with a wide range of skills and experiences. We have lived, worked, and traveled in numerous countries. Members of our team have formed, facilitated, or advised more than a hundred large-scale collaborative initiatives over the past 30 years. We currently advise over a dozen missional networks and partnerships which collectively involve nearly 2000 Christian organizations around the world. We also work together to deliver online and onsite equipping activities and events throughout the year including a semi-annual international conference, keynotes, webinars, workshops, courses, and more.

visionSynergy is supported by a generous group of financial investors who understand the leveraged power of collaboration. The majority of our funding comes through large grants from Christian foundations and high-capacity donors. visionSynergy is a healthy organization with strong supporters, a proven track record, and an engaged and committed board of directors who provide oversight and strategic direction for the ministry.

For more info: [visionsynergy.net](http://visionsynergy.net) | [synergycommons.net](http://synergycommons.net)

## **Instructional Designer:**

### **Position Summary:**

This position is primarily responsible for curriculum development as well as the design, development, facilitation, and support of visionSynergy's Network Leadership online learning courses. Hosted on Synergy Commons, these courses equip network leaders with the critical competencies and practices needed to lead effective, high-impact networks and partnerships that advance the Gospel.

### **Job Description:**

visionSynergy is looking for an **instructional designer** with a minimum of 3+ years of direct, hands-on experience with curriculum design and the development, facilitation and support of live workshops, online courses, and elearning modules. A background in competency and skill-based course development and peer-learning strategies is strongly preferred.

Reporting to the Director of Learning and Leadership Development, this position will work closely with the Director, the visionSynergy team, and a number of partners and associates.

The Instructional Designer will be responsible for designing, developing, and supporting a professional, global network leadership development program. While the primary focus will be on curriculum, course, and program development, the Instructional Designer will also help facilitate elearning and online courses, cohorts, online discussions, webinars, and other learning experiences.

We currently have two self-paced online training courses on the Synergy Commons and several face-to-face workshop formats. We also host bimonthly webinars, peer learning cohorts, and online discussions. With your help and expertise, we are looking to significantly expand our global network leadership program to include: live conference workshops, an online network facilitator certificate program, a selection of on-demand elearning skill-builder courses, and a range of formal and informal learning experiences for leaders at different stages of development.

The instructional designer should have a strong background in adult learning principles, curriculum and instructional design, and hands-on experience developing and facilitating highly-interactive blended learning courses.

Proficiency with one or more web-based learning management systems and experience using WordPress is essential. A background in cross-cultural missions and leadership training and development is strongly preferred.

**Area of Responsibility:**

- Work with subject matter experts and network leaders to refine our network leadership competency model, identify learning objectives, gather requirements, define outcomes, and establish evaluation measures.
- Create a curriculum with engaging learning experiences and processes that enhance the retention, transfer, and application of knowledge, skills, and attitudes specific to effective network leaders.
- Design and develop interactive, web-based, elearning and online facilitated certificate-level courses (self-paced and online courses)
- Design and develop face-to-face network leadership training workshops.
- Design and develop supplementary learning materials and resources (audio, video, case studies, scenarios, activities, exercises, facilitation guides, participant materials, etc.)
- Help facilitate and administer online courses, learning cohorts, and peer learning experiences.
- Develop, track, and report on course evaluations and reports
- Provide maintenance and support for all courses and learning programs.
- Implement and manage a web-based Learning Management System.
- Maintain project documentation and course folders
- Opportunity to expand into a program management role as training program matures.

**Basic Qualifications:**

- B.A. degree in curriculum or instructional design or equivalent certification and experience
- Minimum of 3+ years experience applying adult learning and instructional design principles
- Skilled at developing highly interactive and engaging courses using story and scenario-based learning, project learning, and social learning methodologies.
- Demonstrated expertise designing and developing elearning, facilitated, and web-based courses, and blended peer-learning experiences
- Background in developing leadership and skill-builder training courses
- Hands-on experience implementing program assessment and evaluation

- Able to develop courses that meet established compliance standards (SCORM, Tin Can API, etc.)
- Strong writing, editing, and interpersonal communication skills
- Demonstrated ability to work independently and / or as part of a remote team
- Experience living, teaching, and working in cross-cultural contexts, preferably in an overseas missions context.
- Highly collaborative workstyle
- Strong organization skills, attention to detail, and accuracy
- Ability to manage multiple projects and deliver on-time
- Experience working with online contractors and contract services
- Proficient in Google Apps, virtual learning and communication tools, and MS Office
- Able to develop multimedia learning content using common multimedia authoring tools (audio / video recording and editing)
- Demonstrated expertise with the Adobe Creative Suite or comparable software
- Demonstrated proficiency with elearning development tools such as Captivate or Articulate
- Experience with WordPress and configuring/managing web-based LMS systems
- Basic HTML, CSS, and Javascript programming knowledge

### **Character Qualities:**

- Mature disciple and follower of Christ
- Passion for world mission and the unreached
- Humble, teachable, and a servant (not arrogant, self-serving, or praise-seeking)
- High value for collaboration and a proven record as a team player
- Demonstrated ability to lead by influence rather than by authority
- Self-starter, motivated, takes initiative
- Results oriented
- High integrity (keeping promises, keeping confidences)
- Positive mindset