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**Learning and Development Specialist**

[Catalyst Learning Company](https://catalystlearning.com/) (CLC) provides high quality skill and career development programs to healthcare organizations across the U.S. These programs target the frontline associates of the organization – from entry-level employees to first-level supervisory nurses. Catalyst Learning is honored to serve 670+ acute care hospital customers including HCA, the VHA, and many Catholic and regional health systems.

**Position Overview:**

The Learning and Development Specialist reports to the Vice President of Product Management. Specific responsibilities include, but are not limited to:

* Design and develop educational and career development materials, assessment tools, and other resources for in-person, virtual, and eLearning courses. Ensure that work is delivered on time and of the highest possible quality.
* Assess learning needs of the target audience; analyze existing instructional materials.
* Provide administrative support related to content development and improvement. For example, applications for continuing education approval, coordinating updates for re-print of materials, etc.
* Deliver train-the-trainer webinars and/or other related instruction.

**In this role you will:**

* Contribute to the development of multiple learning projects simultaneously.
* Assist with identifying resources needed (both internal and external) to ensure deadlines are met and quality standards achieved.
* Work with external vendors and consultants.
* Collaborate with internal and external subject matter experts to create education and career development materials.
* Develop learning programs that include multiple modalities: self-paced e-learning, virtual and in-person workshops, and on-the-job learning activities.
* Utilize feedback from course surveys and evaluations to continuously improve learning effectiveness and inform product updates.

**We are looking for individuals who have:**

* Instructional design experience. Ability to design and develop instructionally sound material that supports the company’s products.
* Current knowledge of effective learning and development methods including understanding of training trends and best practices.
* Expertise in adult learning principles and best practices. Experience developing education and career development materials for adults.
* Familiarity with e-learning platforms and content creation.
* Creativity and attention to detail.
* Strong writing and editing skills. Ability to proofread and edit own work and work of others to ensure quality and consistency.
* Career development/coaching experience is preferred; healthcare experience is a plus.

**Requirements**

* Minimum of bachelor’s degree in Education, Instructional Design, Curriculum Development, Human Resources, or another related field.
* Minimum of two years of experience designing and developing curriculum / training for adult learners.
* Ability to develop creative and engaging education and career development materials for an adult audience in a variety of formats and media.
* Excellent skills using Microsoft Office software.
* Proficiency with Articulate 360 software (Storyline, Rise.)
* Strong organizational, verbal, and written communication skills.
* Ability to work in a team environment and meet tight deadlines.
* Adaptability. This position may require scheduling flexibility to accommodate project schedules and deadlines.

**Benefits**  
Medical Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 401K Plan, Special Incentive Plans, professional development opportunities, and team-focused culture.

Please e-mail resumes to: [info@catalystlearning.com](mailto:info@catalystlearning.com)