



National Disability Rights Network

Job Announcement – Instructional Designer

Do you love instructional design? Can you build rapport and relationships with subject matter experts? Do you find the challenge of converting complex material into well-designed adult learning satisfying? Are you looking for work that has meaning and lets you exercise your creativity? If so, then we want to meet you!

The National Disability Rights Network (NDRN) in Washington, D.C., is seeking an experienced Instructional Designer to collaborate with and support its subject matter experts in designing, developing, implementing, and evaluating online training courses delivered via its learning management system (LMS).

Additionally, this professional will join the Training & Operations team to produce webinars, perform occasional needs analyses, compile and analyze survey data, and support in-person training events.

NDRN has recently launched a fully accessible LMS and is now developing and deploying content and courses. We are seeking an Instructional Designer knowledgeable in adult learning theory and familiar with online learning strategies to work with our program staff of attorneys and advocates to create LMS courses across a wide range of mostly legal topics. This position can be hybrid or remote. NDRN is located in Washington, DC.

Who We Are

[NDRN](#) is the non-profit membership organization for the federally mandated Protection and Advocacy (P&A) Systems and Client Assistance Programs (CAP) for individuals with disabilities. The P&A System is collectively the largest provider of legal services to persons with disabilities in the United States. P&As/CAPs use various means, including administrative complaints and system litigation, to address a wide range of rights violations which impact persons with disabilities. A

P&A and CAP is located in every state, U.S. territory, and for a consortium of Native American tribes.

NDRN provides training, technical assistance, and legal support to the P&A/CAP agencies through its Training and Advocacy Support Center (TASC). NDRN is also involved in legislative advocacy to create a society in which people with disabilities are afforded equal opportunity and able to fully participate by exercising choice and self-determination. This position is critical to the success of NDRN's mission in that it supports NDRN staff in designing, developing, and delivering effective training.

Position Responsibilities

Instructional Design

1. Collaborate with and support NDRN subject matter experts to design online learning courses for P&A/CAP network members and other NDRN affiliates.
2. Write, proofread, and edit instructional content.
3. Coach NDRN staff on instructional design, online learning strategies, and adult learning theory to ensure appropriate, effective design of training courses.
4. Recommend effective and creative uses of LMS features to enhance course design and delivery and improve the learner experience.
5. Follow defined course development steps and assist NDRN staff with designing and developing effective, interactive courses.
6. Review LMS courses and materials for instructional design quality and accessibility.
7. Create job aids and/or training for NDRN staff to enhance their course design and development skills.

Learning Management System Administration

1. Assist with course enrollment and management in the LMS.

2. Backstop other NDRN staff for posting announcements, upcoming events, discussion forum threads, and other LMS administrative duties, as needed.
3. Generate LMS and/or course-specific usage and engagement reports, as needed.
4. Provide occasional end-user support.

Webinar Production and Support

1. Support virtual training conducted by program staff by serving as a producer for Zoom webinars or other virtual events, as needed.
2. Review training documents for compliance with NDRN's accessibility guidelines prior to presentations.
3. Perform other duties as assigned.

Required Qualifications

1. Certification or a bachelor's degree in Instructional Design, Adult Learning Theory, or a related field with specific coursework in these areas.
2. 1-3 years of experience designing and developing training courses for adults.
3. Excellent communication skills, including writing skills.
4. Ability to develop a positive working relationship with subject matter experts in the legal field.
5. Prior experience working with an LMS.
6. Experience using Microsoft Office 365 applications (Word, Excel, PPT, Teams, etc.).

7. Exceptional organizational skills, ability to multi-task, and attention to detail.
8. Demonstrated commitment to and/or a strong personal interest in supporting the civil and human rights of citizens with disabilities.
9. Demonstrated interpersonal skills including, but not limited to, sensitivity to other people.
10. The ability to work effectively in a team environment while meeting important deadlines.

Preferred Qualifications

1. A master's degree in instructional design, learning design, or similar program.
2. Online course development experience.
3. Experience with the LMS Brightspace.
4. Experience producing events in Zoom.
5. Proficiency with Camtasia or other video production software.
6. An understanding of digital accessibility and/or experience with screen readers.

Location and Travel

NDRN's office is located in Washington, D.C., however, NDRN will consider fully remote applicants for this position, working outside of the Metro D.C. area. If the candidate selected is from outside of the Metro D.C. area, they will work remotely, compensated for travel to NDRN's Washington D.C. office for onboarding purposes, company-wide strategic planning sessions, and the P&A/CAP in-person annual conference. NDRN provides technology to support

remote work. The position requires some travel and infrequent work on weekends.

Compensation and Benefits

NDRN offers a competitive salary, based on experience. Benefits include health plan; Flexible Spending Accounts; transit and parking benefits for D.C. Metro area employees; 403(b) retirement plan; paid vacation and sick leave, and at least ten paid holidays.

The **salary range** for this position is \$65,000 – \$75,000.

How To Apply

Submit a cover letter, resume, and salary requirements to the attention of **Marcia Baldwin, Deputy Executive Director for Training and Operations**. See closing date below for more information on NDRN's dates for reviewing applications.

E-mail to: InstructionalDesignPosition@ndrn.org (Subject: Instructional Designer Position)

Mail to: National Disability Rights Network, 820 First Street, NE, Suite 740, Washington, DC 20002.

No phone calls, please.

Closing date

Candidates will be selected for consideration **on a rolling basis beginning January 21, 2025**. Candidates selected for interviews must be prepared to share a portfolio of work that demonstrates their instructional design skills.

No application will be considered after January 31, 2025, unless the closing date is extended.

Reasonable Accommodations

NDRN provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us at hr@ndrn.org.

NDRN is an equal opportunity/affirmative action employer, and we prohibit discrimination and harassment of any kind. We value lived experience, celebrate diversity, and are committed to creating an inclusive environment for all employees.

Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

People from diverse racial and ethnic backgrounds and people with disabilities are strongly encouraged to apply.

1/25