

Instructional Designer / Writer

Summary of Position

BQMI is seeking an experienced **Instructional Designer / Writer** to develop interactive web-based training courses to support the NASA Safety Center's (NSC) professional development initiatives. The Instructional Designer / Writer will apply a combination of creative and technical skills in the design and development of courses for the NSC's Technical Excellence Office. The NSC is an IACET accredited training provider.

The mission of the NSC is to provide Safety and Mission Assurance (SMA) training and development expertise, information, verification, and analysis to enable collaboration and learning while promoting a safe workplace and successful programs and projects. The NSC vision is to be NASA's preeminent resource for SMA expertise, data, and tools.

Essential Duties & Responsibilities:

Key Responsibilities include, but are not limited to:

- Work with the NSC customer and NASA course owners to establish training objectives and determine the scope, content, and structure of new courses, based on identified learning outcomes.
- Collaborate with Subject Matter Experts (SMEs) to develop new course content and identify visuals.
- Write effective copy, instructional text, and scripts (audio and/video).
- Develop examples, exercises, scenarios, and case studies to engage learners, enhance and reinforce course content, and improve transfer to the work environment.
- Develop appropriate assessment tools to ensure that learning objectives are met.
- Suggest the appropriate delivery format for courses to be developed.
- Support NSC-sponsored training conferences and events as requested, including:
 - Draft and revise session presentations for event speakers
 - Attend events to document observations, best practices, and attendee feedback

Additional Duties (where applicable)

- Build and maintain close working relationships with NSC staff and their stakeholders/customers to understand training and course development needs and requirements.
- Develop and maintain knowledge of the NSC's technical disciplines, curriculum documents, and training and professional development environment.



- Coordinate work with extended team members and resources, such as project managers, interactive designers, producers, and multimedia developers as needed.

Essential Skills:

- Excellent writing, grammar, editing, and communication skills
- High comfort level with technical subject matter
- Ability to communicate with engineers and others with a technical background
- Strong, resourceful online researching abilities
- Application of adult learning concepts, methods, and processes
- Proficiency with Microsoft Office

Experience/Education:

- A minimum of 5 years' experience working in Instructional Design and/or Writing
- Bachelor's Degree in Instructional Design, Writing, or a related field
- Previous experience working in a NASA or Federal/DOD environment is a plus.
- Must provide samples of work (writing samples, instructional design, etc.)
- Knowledge of learning theories and instructional design models
- Skilled in creating content for different learning audiences
- Strong creative and technical writing skills
- Research skills including gathering and analyzing data from multiple sources to develop content
- Ability to extract information from interviews, technical documents, and metrics
- Ability to craft creative, unique, and relevant interactive content
- Demonstrated command of the English language including rules and usage
- Knowledge and awareness of 508 compliance

Personality or self-management skills:

- Ability to interface with high-level customers in a respectful and professional manner
- Analytical, able to plan and adhere to a project schedule, organized, effective time management
- Detail-oriented with the ability to follow specific direction
- Self-motivated, self-starter



To apply please submit a current resume and cover letter to:

Banner Quality Management Inc.
Human Resources
careers@bqmi.com

BQMI is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Due to contract requirements, U.S. citizenship is required to obtain access to government facilities and systems. Proof of compliance with Federal Executive Order 14042 requiring Covid-19 vaccination is required.