



JOB POSTING
CUYAHOGA COUNTY BOARD OF ELECTIONS

Job Title: Training Coordinator/Instructional Designer Salary: \$45,000 - \$50,000
Department: Poll Worker Reports To: Assistant Manager

Function:

The primary role of the and Training Coordinator/Instructional Designer is to assist the Poll Worker management team in the development and delivery of eLearning and other training products to Poll Workers and Election Day Officials. Delivery platforms may include online, blended, web-enhanced, and traditional learning environments. **This is a technical position which requires applicants to be able to create an online training program that will serve up to 8,000 workers per year. Applicants must be comfortable working in digital spaces.**

The Training Coordinator/Instructional Designer services the needs of the public and the Board of Elections by providing high-quality training services to ensure a seamless and trustworthy voting experience in the election process.

Responsibilities:

- Responsible for the design, implementation and maintenance of an eLearning platform for Poll Workers and Election Day Officials;
- Constructs projects with clear understanding of instructional design methodologies and delivery, adult online/distance, blended, web-enhanced and traditional learning;
- Writes, maintains and updates curricula for online and classroom environments;
- Designs and develops training materials to include course objectives, lesson plans, course visuals, reference guides, interactive courseware, tests, training surveys and student handouts to support the delivery of both online and classroom training;
- Continuously explores new course design strategies and technologies;
- Assists with needs assessments and usability analyses, and develops metrics to evaluate impact and success;
- Conducts training classes for various Election Day positions;
- Assists in the development of the curriculum for Train the Trainer sessions;
- Assists with the coordination and delivery of training materials and supplies to training locations;
- Monitors trainers throughout the election cycle;
- Assists in creation of forms and alerts for Poll Workers and Election Day Officials regarding changes in election day procedures;
- Member of Election Response Team on Election Day;
- Conducts business in accordance with federal election guidelines, Title 35 of the Ohio Revised Code, Policies and Procedures of the State of Ohio and the Cuyahoga County Board of Elections;
- Performs all other duties assigned, delegated or required to perform as the Training Coordinator/Instructional Designer, including those prescribed by law.

Minimum Qualifications:

Must possess the knowledge, skills, abilities, characteristics and experience to perform independently or with or without reasonable accommodations, the essential functions of the job.

Personal Characteristics and Abilities:

Ability to perform in a professional manner under **maximum levels of stress** when confronted with an issue or tight deadline. Willing to work extended hours. Demonstrates a professional attitude and appearance. Demonstrates excellent customer service, telephone and organizational skills. Demonstrates flexibility, adaptability, dependability, problem solving skills and ability to multitask. Applies excellent interpersonal skills which include effective verbal and written communication.

Education, Training and Experience:

- Bachelor's Degree in related field preferred. Professional experience may substitute for education;
- Demonstrates command of Microsoft SharePoint, Microsoft Office Suite, Adobe Creative Suite. Proficiency in eLearning design software such as Articulate Storyline, Oracle User Productivity Kit, or Adobe Captivate preferred;
- Knowledge of video editing, both creative elements and tools such as Adobe Premier, Final Cut Pro, or Sony Movie Studio;
- Adept at learning new software quickly; comfortable in digital spaces including web, social media, mobile and app environments;
- Experience in adult education and classroom teaching preferred;
- Knowledge and technical experience in best practices for poll-related training design and delivery, demonstrating success under firm and tight deadlines;
- Demonstrates a working knowledge of the election process and cycle and other complex election-related systems;
- Proven experience in organizational planning and/or project management;
- Self-motivated, proactive, independent, and responsive; able to thrive in a busy team environment and work collaboratively with a diverse range of people;
- Excellent organizational, analytical, and presentation skills; strong written and verbal skills; strong interpersonal skills.

Physical Demands and Working Conditions:

Work performed in a general office environment and using standard business office equipment. May require sitting, standing, talking, walking, bending, reaching, stooping, climbing, crouching, twisting, kneeling, and lifting. Strong vocal communication skills and hearing to perceive information at normal spoken word levels.



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Application Procedure:

Submit a letter of interest, including your e-mail address, resume and three professional references to:

ElectionJobs@cuyahogacounty.us (preferred method). Specify position of interest in the subject line. Alternatively, mail/deliver to:

Cuyahoga County Board of Elections

Attn: Human Resources

2925 Euclid Avenue

Cleveland, Ohio 44115

All materials must arrive no later than 2:00 p.m. June 26, 2014.

All job offers are made with the understanding that prospective employees pass a drug test and criminal background investigation prior to being hired.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department. This position is non-exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace