

## MERCY EDUCATION SYSTEM OF THE AMERICAS

### COORDINATOR OF ONLINE LEARNING

#### Position Description

**TITLE:** Coordinator of Online Learning

**FLSA:** Exempt/Full Time

**REPORTS TO:** Executive Director of Mercy Education System

**POSITION DESCRIPTION:** The coordinator of online learning is responsible for maintaining, expanding and creating modules for an online learning environment for the Mercy Education System of the Americas. The users of the online learning environment will be students, teachers/staff, administrators and board members. All responsibilities and duties are to be conducted in accordance with the mission, vision and philosophy of the Sisters of Mercy of the Americas.

#### **PRIMARY DUTIES:**

1. Evaluate and expand the current Mercy Learning Online Program to include year-round online learning options.
2. Create learning modules for board members in the Mercy Education System of the Americas.
3. Create learning modules to be used for formation and development of new faculty and staff members of the educational ministries in the Mercy Education System of the Americas.
4. Create engaging learning activities and compelling course content that enhances retention and transfer.
5. Interact with subject matter experts and managers to develop training content.
6. Evaluate lesson plans, lesson content, learning objectives and assessment tools.
7. Develop and edit online learning materials and content.
8. Work with and train end users.
9. Identify target audiences' training needs.
10. Troubleshoot technical problems and address user-reported issues.
11. State instructional end goals and create content that matches them.
12. Visualize instructional graphics, the user interface and the finished product.
13. Create supporting material/media (audio, video, simulations, role plays, games etc.).
14. Maintain project document and course folders.

#### **QUALIFICATIONS REQUIRED (minimum need to begin in the job):**

1. Bachelor's degree in instructional design, curriculum and instruction or educational technology or related academic field.
2. Minimum of 3-5 years of experience in this field.

3. Proficiency using Schoology, Formsite and Microsoft Office Suite.
4. Excellent knowledge of learning theories and instructional design models.
5. Lesson and curriculum planning skills.
6. Solid knowledge of course development software and Learning Management Systems.
7. Ability to write effective copy, instructional text and audio scripts/video scripts.

**Other:**

- The Mercy Education System office is located in Silver Spring, MD. Preference will be given to individuals who can work from the Silver Spring office. There is a willingness to discuss remote work options.
- Regular office hours, 9:00 AM-5:00 PM, with flexibility to meet needs of the ministries, which could include evening meetings.
- Some travel required, occasionally on weekends.
- Start date is negotiable.

**AMERICANS WITH DISABILITY SPECIFICATIONS**

**Physical Demands**

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, video conferencing equipment, and video cameras. Some overnight travel is required. The employee may be required to occasionally push or pull luggage and equipment up to 50 pounds, primarily associated with occasional business travel.

**THE PRECEDING IS INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUALS ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF THE RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF INDIVIDUALS SO CLASSIFIED.**

Applicants are to send a cover letter which includes a minimum salary requirement, resume, and 3-5 references by January 11, 2019 to:

Lisa Griffith, RSM  
8380 Colesville Rd., Ste. 560  
Silver Spring, MD 20910

Or email to [lgriffith@sistersofmercy.org](mailto:lgriffith@sistersofmercy.org)