

**HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)
NATIONAL HIDTA ASSISTANCE CENTER (NHAC)**

Contract Opportunity

Location:	Miami, FL
Position:	Curriculum Developer/Instructor
Compensation:	\$87,100 per annum
Closing Date:	Letter of Interest must be received by February 14, 2022

The National High Intensity Drug Trafficking Area (HIDTA) Assistance Center (NHAC) is currently seeking a qualified **Contractor** to assist the Training Department to plan, manage, design, and develop new and existing curriculum for the HIDTA community throughout the nation. **This contract position works as needed and task order assignments will detail work to be performed, timeline for completion, task budget and deliverables.** Responsibilities include but are not limited to:

- Content development including facilitator guides, participant guides, presentation materials, simulations/exercises, job aids, media development, testing, work instructions, computer-based training, self-study sessions, assessment instruments and other supporting materials. Reviews and proactively identifies discrepancies and gaps in training materials and performance support content. Partners with instructors, vendors and other key stakeholders to ensure training and knowledge repository content is aligned with current work processes.
- Well versed in multimedia technology, project management, troubleshooting, technical writing, storyboarding, audio/video scripts and course development. They should be flexible enough to work both independently and on a team.
- Works independently on multiple projects simultaneously, managing time and resources to ensure on-time completion. Prepares, maintains, and submits clear, concise progress reports on managed curriculum and other projects.
- Create engaging learning activities and compelling course content that enhances retention and transfer.
- Visualize instructional graphics, the user interface, and the finished product. Apply tested instructional design theories, practice and methods. Provide exercises and activities that enhance the learning process. Create supporting material/media (audio, video, simulations, role-plays, games etc.).
- Facilitates information sharing and ensures accuracy of training and job supporting content by engaging with partners and shareholders across the enterprise. Collaborates with subject-matter experts (SME's) to logically organize and develop content into professionally designed functional and effective training programs, courses, job aids, work instructions, and supporting topics.
- Builds knowledge and hones skills in curriculum development methods, tools and technology. Develops business acumen to ensure a baseline understanding of the business partners being supported.
- Maintain project process documentation and submit final products electronically.

EDUCATION/EXPERIENCE:

Requires minimum Bachelor's degree and five years' proven work experience in instructional design developing training programs, courses, and an array of on-the-job performance support solutions (i.e. job aids, work instructions, process and procedural documents, and related learning tools) using modern instructional technologies. Master's Degree in related field preferred. Strong Financial or Accounting background desired.

OTHER REQUIREMENTS:

In-depth practical knowledge and experience in the application of adult learning theories and course development methodologies and practices required.

Solid knowledge of course development software, ability to storyboard and use visual design software, write effective copy, instructional text, audio/video scripts

Requires excellent oral and written communication skills with the ability to influence, motivate and build consensus in order to obtain and/or provide explanations and/or modifications on technical or other complex concepts. Must display the ability to successfully work in collaboration with subject matter experts and/or technical personnel.

Requires the ability to perform basic addition, subtraction, multiplication, and division. Computer Skills: Demonstrated experience and strong knowledge of the following core content development tools: MS Word, MS PowerPoint, Adobe Captivate, Articulate Storyline, Apple iBook's FS Pro (document formatting), and learning management system (LMS). Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard.

Background investigation will be conducted by law enforcement sources.

COMPENSATION:

This contract position works as needed and task order assignments will detail work to be performed, timeline for completion, task budget and deliverables. This is an annually renewed contract position based on available funding and need. The Contractor will invoice for their services on a monthly basis.

APPLICATION AND PROCEDURE DEADLINE:

Individuals with the requisite skills interested in providing contract services to the NHAC are invited to submit a packet responding to this announcement. The packet shall consist of a letter of interest that states the individual's willingness to contract with the NHAC and that summarizes the individual's qualifications to provide the services described in this announcement. A resume supporting the stated qualifications shall be included as an attachment to the letter of interest. Packets should be e-mailed to: Jackie Serra at jxserra@nhac.org.