

Project Manager, Learning and Content Development

Catalyst Learning Company (CLC) provides high quality skill and career development programs to healthcare organizations across the U.S. These programs target the frontline associates of the organization – from entry-level individuals to first-level supervisory nurses. Catalyst Learning is honored to serve 540+ acute care hospital customers including HCA, the VHA, and many Catholic and regional health systems.

Position Overview

The Learning and Content Development Project Manager reports to the Vice President of Product Development. Specific responsibilities include, but are not limited to:

- Managing program content, curriculum, and other product development and product improvement projects. Ensure that projects are delivered on time, at the highest possible quality, and within budget.
- Ensure projects run smoothly. Serve as liaison between all team members (internal and contractors), customers, and other stakeholders
- Design and develop curriculum content, materials, and other resources for in-person and online courses.

In this role you will:

- Manage multiple complex learning projects simultaneously. Draft project work plans and schedules; monitor activity, progress, and time related to project development using a project planning tool.
- Identify resources needed (both internal and external) to ensure deadlines are met and quality standards achieved.
- Coordinate schedules and activities of team members.
- Cultivate and maintain relationships with external vendors and consultants.
- Collaborate with internal and external subject matter experts to create education and training materials.
- Develop learning programs that include multiple modalities: self-paced e-learning, virtual and face to face workshops and on the job learning activities.
- Utilize feedback from course surveys and evaluations to continuously improve learning effectiveness and inform product updates.

We are looking for individuals who have:

- Current knowledge of effective learning and development methods including understanding of training trends and best practices.
- Familiarity with e-learning platforms and content creation.
- Instructional design skills and knowledge of adult learning principles and best practices.
- Demonstrated creativity and attention to detail.
- Excellent project/program management and organization skills.
- Polished communication skills and ability to synthesize high level information.
- Leadership development experience.
- Enthusiasm and interest in working within a small and growing company.
- Experience or interest in the healthcare field.

Requirements

- Bachelor's degree in Education, Curriculum Development, Instructional Design, or another related field.
- Minimum of four years of experience in curriculum / training design and development.
- Ability to develop creative and engaging training materials for an adult audience in a variety of formats and media.
- Exceptional project management and prioritization skills.
- Excellent knowledge of Microsoft Office software.
- Strong organizational, verbal and written communication skills.
- Ability to work in a team environment and meet tight deadlines.
- Adaptability. This position may require scheduling flexibility to accommodate project schedules and deadlines.

Benefits

Medical Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 401K Plan, Special Incentive Plans, continuous learning and team focused culture.

Please e-mail resumes to: [mailto: info@catalystlearning.com](mailto:info@catalystlearning.com)