

**ARCHDIOCESE OF GALVESTON-HOUSTON  
JOB POSTING**

**DIRECTOR  
FORMATION RESOURCE CENTER**

**Summary:**

Coordinates with staff in the secretariat to assist with the design and development of learning and practicing experiences. The goal is to provide resources and services within a Catholic context to facilitate learners in acquiring knowledge, skills and competencies in an effective and appealing manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create engaging learning activities and compelling course content that enhances retention and transfer and assist others to do the same
- Work with subject matter experts and identify target audience's training needs
- State instructional end goals and create content that matches them
- Visualize instructional graphics, the user interface and the finished product
- Conduct instructional research and analysis on learners and contexts
- 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.)
- Decide on the criteria used to judge learner's performance and develop assessment instruments
- Maintain project documentation and course folders

**REQUIREMENTS**

- Practicing Catholic preferred
- Proven working experience in instructional design
- Excellent knowledge of learning theories and instructional design models
- Lesson and curriculum planning skills
- Basic HTML and Flash programming knowledge
- Solid knowledge of course development software and at least one LMS
- Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard
- Ability to write effective copy, instructional text, audio scripts/video scripts
- MA degree in instructional design, educational technology or similar
- Proficiency in reading and writing Spanish in addition to English is a plus

**APPLICATION**

Suitable candidates should send a cover letter and resume to [resume@archgh.org](mailto:resume@archgh.org)