



## Full Time Position

**Organization:** New Jersey Prevention Network ([www.njpn.org](http://www.njpn.org))

**Position Available:** LMS Specialist

**Location:** Central Region, NJ

Want to make a difference in the lives of others during the most challenging public health crisis in our lifetime? During the Covid 19 pandemic, rates of substance abuse and overdose have never been higher. New Jersey Prevention Network is the leading public health entity in New Jersey with a committed and devoted team that works every day to reduce the harmful consequences related to alcohol, tobacco and other drug use and abuse, as well as supporting New Jersey's addiction workforce through training and credentialing.

The New Jersey Prevention Network is a public health agency working to prevent substance misuse, addiction, and other chronic diseases by building capacity among professionals, fostering positive collaboration among providers, and strengthening the field of prevention through the use and promotion of evidence-based practices and strategies.

New Jersey Prevention Network has a supportive work environment, a reputation for excellence and offers competitive salaries and benefits. Being a part of the NJPN team provides our staff with opportunities to develop new skills and to make an impact in the work you do.

Consider joining a team that is passionate, strives for excellence, and is truly committed to the work we do. New Jersey Prevention Network has a supportive work environment, a reputation for excellence and offers competitive salaries and benefits. Being a part of the NJPN team provides our staff with opportunities to develop new skills and to make an impact in the work you do.

### **Position Summary:**

The LMS Specialist plays a key role in operating the program's LMS and provides the technical foundation and leadership for a variety of operations, including analytics assessments, testing, system optimization, software configuration, and LMS support and implementation, as well as addressing program participant and staff requests quickly and efficiently.

This position actively contributes to the continual advancement of the LMS and its associated technologies with the goal of supporting effective teaching and learning by staff and program participants. This position also serves as the primary vendor liaison with the ability to identify system issues requiring escalation to the outside vendor and/or, depending on the complexity of the issue, requires the expertise of the program's internal IT team to develop solutions or workarounds for various technical issues related to the LMS.

**Responsibilities Include:**

- Support Operations department with daily training demands, coordinating schedules for training, and administration of the learning management system (LMS).
- Be a go-to on project teams associated with performance and learning strategies.
- Maintains quality standards and a state of audit-readiness
- Enrolls and/or assigns training participants in the appropriate courses in LMS (Learning Management System).
- Manages LMS which includes, but is not limited to, importing course content, course approvals, post-tests, and the evaluation process to ensure tasks are completed within given timeframes.
- Generates, analyzes, and distributes training data reports.
- Facilitates periodic reviews of training curriculum
- Maintains library of training materials.
- Modifies and creates user groups and teams
- Author and Organize: training manuals, reference library, testing and evaluation procedures, multimedia visual aids, and other educational materials including but not limited to: eLearning tools, and any other training tool utilized within the department.
- Assist Program Directors throughout the agency with logistics for specialized trainings for individuals working across the agency
- Supports new hire orientation
- Provide administrative support to Directors as needed.
- Other duties as assigned

**Academic Requirements:**

- Minimum Bachelor's degree preferred in Business Administration, Education, Human Resources, Communications, or related discipline

**Required Experience:**

- Working knowledge of Microsoft Office Suite products with emphasis on Excel, PowerPoint, Outlook, and Word
- Ability to operate within generally defined procedures and practices under general direction and minimal supervision.
- Works well in a metrics-focused environment
- Well organized and detail oriented
- Strong analytical and communication skills
- Self-Motivated, creative, professional, outgoing and a Team Player
- Effective time management and prioritization skills.
- Effectively communicate with program participants and staff.
- Experience with Litmos or SAP Learning Management System (LMS) tools (Preferred)
- Previous Experience in training and development (Preferred)

**Benefits:**

- Salary Range \$60,000-65,000
- Comprehensive medical, dental, vision, life and & LTD plan options
- Generous paid leave (Vacation, sick, personal)
- 401K plan with employer match.
- Employee Assistance Plan

NJPN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The LMS Specialist is a full-time position (35 hours per week).

Applicant must have the ability to work a flexible schedule.

A cover letter highlighting your interest and experience is required. Submit cover letter and resume to the following: [Career@NJPN.Org](mailto:Career@NJPN.Org).

Please Note: Resumes without cover letters will not be considered.