

American Radio Relay League Inc.
Job Description
Instructional Specialist

Position: Instructional Specialist

Classification: Exempt

Reports: Director of Education & Learning

Salary Range Based on Experience: \$65,000 - \$75,000

Summary:

Under the direction of the Director of Education & Learning, the Instructional Specialist designs, develops, delivers, and evaluates ARRL instructional programs and educational content. The position serves as a primary instructional resource for Teachers Institute, the ARRL Learning Center, and other amateur radio and STEM education programs.

The incumbent translates amateur radio and wireless technology into effective learning experiences for educators, radio amateurs, students, and volunteers. The position exercises independent instructional judgment within department priorities and provides subject-matter guidance to staff and instructors. The Instructional Specialist works with the Support Specialist on program delivery and educator support and with the Coordinator on instructional resource and logistical needs.

This is a full-time, on-site staff position at ARRL Headquarters in Newington, Connecticut. Regular travel, including overnight and multi-day assignments, is required for Teachers Institute sessions, conferences, workshops, and other educational activities.

Essential Functions & Responsibilities:

- Contribute to creating a positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Implement and provide instruction of online training courses.
- Exhibit at education conferences and represent ARRL and its education programs.
- Instruct Teachers Institute sessions and assisting designing and revising of curriculum.
- Develop new content for the ARRL Learning Center.

Performance Measurements:

- Delivers effective in-person and online instruction that achieves established learning objectives.
- Develops and maintains high-quality curriculum, instructional materials, and Learning Center content.
- Provides responsive support and guidance to educators, volunteers, and program participants.
- Effectively manages projects, priorities, deadlines, and assigned resources.
- Demonstrates collaboration, professionalism, initiative, and accountability in support of departmental and organizational goals.

Knowledge & Skills:

- Experience Two to three years professional experience in education and instruction.
- Education Bachelor's degree or equivalent experience in the field of education/instruction.
- Interpersonal Skills Work involves extensive personal contact with others. Motivating, influencing, and/or training others is key. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas to others. Must be self-aware, effectively manage relationships, and collaborate in a team environment.
- Other Skills
- Current FCC General Class or higher amateur radio license required. Amateur Extra Class preferred.
 - Broad practical knowledge of amateur radio equipment, operating practices, and technologies, with the ability to connect amateur radio to learning.
 - Ability to design curriculum, activities, assessments, and instructor resources and deliver effective in-person and online instruction.
 - Exceptional communication and organizational skills.
 - Must be a self-starter with initiative.
 - High level of attention to detail and accuracy, ability to prioritize multiple assignments, and work independently and with others within department priorities.
 - Courteous and professional demeanor, in person and electronically.
 - Business and customer service experience.
 - Proficiency with Microsoft Office suite of applications, including Outlook, Word, and Excel.
- Physical Requirements Job requires extended periods of standing, speaking and teaching. Must be able to lift 50 lbs.
- Work Environment Office/classroom environment with some travel required.

Benefits:

We offer a comprehensive benefits package that includes medical, dental, and vision insurance; Health Savings Account (HSA) and Flexible Spending Account (FSA) options; paid time off and paid holidays; and a 403(b) retirement savings plan.