Instructional Systems Designer

Concept Plus is a mission-focused technology solutions provider that transforms IT concepts into impactful solutions for federal agencies. Headquartered in Fairfax, VA, we bring the agility, responsiveness, and customer intimacy of a small business combined with the quality and infrastructure of a larger firm.

Recognized as an award-winning Oracle partner, we have delivered innovative solutions across Defense, Intelligence, Civilian, Health IT, and Tribal sectors. Our highly certified experts build systems that drive efficiency, accelerate modernization, and ensure mission outcomes with certainty.

We offer competitive pay, comprehensive health, dental, and vision insurance, paid life insurance, paid time off, 11 paid holidays, performance bonuses, tuition reimbursement, unlimited training, and the opportunity to thrive in a collaborative, flexible, and innovative environment.

For more information, visit www.conceptplus.com.

About the role

Concept Plus is seeking an Instructional Systems Designer to ensure customer is equipped with the technical knowledge, systems training, and performance tools needed to deliver operational excellence. Success is defined by scalable, measurable learning programs that improve effectiveness, technical proficiency, and workforce performance.

What you'll do

- Support the creation of engaging e-learning and blended learning solutions by providing operational and technical expertise for customer-approved learning authoring tools used in courseware design and development.
- Ensure learning assets are properly configured and available to users through customer learning delivery platforms.
- Collaborate to create and maintain documentation such as checklists and workflows, process diagrams, and standard operating procedures. Maintain a centralized, organized training and SOP repository
- Provide learning authoring tool support while effectively managing the lifecycle of learning assets.
- Create and maintain templates within authoring tools that support section 508 requirements, customer branding standards, and industry best practices.
- Provide license management support for authoring systems to include access request management and user account management.
- Document and provide software version testing for authoring systems when updates and patches become available.

Required Qualifications

- US Citizenship
- 3+ years of experience in instructional design, learning & development, operations, or process improvement
- Proven experience creating SOPs, training materials, and structured programs
- Ability to map processes and translate them into clear documentation
- Demonstrated expertise in instructional design, adult learning theory, and multi-modal content delivery
- Proficiency in Articulate Storyline and Rise for e-learning development
- Experience developing technical software training content
- Experience with LMS platforms, SOP libraries and knowledge management systems

Concept Plus is an Equal Opportunity Employer. As such, we will give your application full consideration without regard to your race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other classification protected by federal, state, or local law.