

Position Title: Education/Instructional Design Intern
Reports to: Director of Events and Benchmarking
Location: Arlington, VA
Date Prepared:

Summary Description

The Education/Instructional Design Intern will directly support the association's charge to lead HVACR contractors to business success through education. The candidate will gain and apply firsthand knowledge while update existing training materials and/or designing high quality, interactive, online learning materials for contractors and their staff. This position is project-based. Successful candidates must complete at least two redesign projects. However, they are welcome to complete more than two. The internship is unpaid, and the ideal candidate is a student seeking educational credits.

About ACCA

The Air Conditioning Contractors of America (ACCA) is a non-profit national association whose membership includes more than 60,000 professionals in the indoor environment and energy services community. Members install, maintain and replace air conditioning and refrigeration systems in homes and business across the United States. Our roots stretch back to the early part of the 20th century, and the organization was incorporated in its present form over 40 years ago.

We are the industry's voice advancing the HVACR contracting industry and promoting professional contracting, energy efficiency, and healthy, comfortable indoor environments.

The HVACR industry employs over two million heating, ventilation, air conditioning and refrigeration professionals, including contractors, distributors, engineers, and manufacturers, and is responsible for manufacturing, distributing, and installing the products that consume nearly half of the energy produced in the United States.

Specific responsibilities may include:

- Update existing instructor-led material to appropriate delivery format.
- Develops other learning tools as needed such as checklists, presentations, and outlines.
- Assists in researching and organizing information to write instructional materials such as tutorials, references, audio/video scripts, storyboards, navigational text, assessment, etc that transform complex information into professionally written, clear, and interactive online instruction.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in education and/or instructional design.
- Excellent oral and written communication skills.

- Fast learner, eager collaborator; meticulous attention to detail.
- Demonstrated ability to be both a team player and an independent hard worker.
- Outstanding organization, communication, leadership, and interpersonal skills.
- Willing and able to complete at least one project (hours per week are flexible).

Preferred Qualifications:

- Knowledge of learning management systems.
- Skills with multimedia software such as Adobe Captivate, Adobe Creative Suite, Articulate Studio Suite or Storyline, and Camtasia (or similar tools).
- Experience in producing training or education materials for an online platform.

At the conclusion of the internship the student should be able to:

- Create an eLearning storyboard that can be used to develop instructionally sound training,
- Produce a training course or media file that incorporates effective and engaging course content attributes.

Contact:

Send resume and brief cover letter detailing your qualifications and availability to kimya.cajchun@acca.org with the **subject line** of Education/Instructional Design Intern and your last name.

Program schedule:

ACCA runs a year-round internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May.
- Summer internship will run from June to August.
- Fall internship will run from September to December.

ACCA is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.