



**Position:** Learning and Development Intern

**Job Status:** Full time, flexible

**Reports To:** Employee Development and Documentation Manager

## POSITION SUMMARY

The Learning and Development Intern will support Mission Design & Automation's training and development initiatives by assisting with planning, coordinating, and executing employee learning programs. In this role, you will collaborate with the Employee Development & Documentation Manager, functional managers, and subject matter experts to support ongoing training needs, maintain accurate records, and contribute to projects that enhance employee growth and organizational development. This internship offers hands-on experience in learning and development, program coordination, and organizational culture-building within a fast-paced engineering and manufacturing environment.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build and update self-paced e-learning modules using Articulate 360
- Convert existing materials (PowerPoint decks, work instructions, SOPs, PDFs, tribal knowledge) into structured, engaging training modules
- Apply basic instructional design principles to ensure content is clear, learner-focused, and aligned with training objectives
- Collaborate with SMEs to gather information, validate technical accuracy, and translate complex topics into understandable learning content
- Assist with storyboarding courses, outlining learning objectives, and organizing content
- Incorporate knowledge checks, quizzes, and interactive elements into training modules
- Assist in coordinating training sessions, including scheduling, room setup, invitations, materials preparation, and follow-up communication
- Support evaluation efforts by collecting feedback, analyzing survey results, and summarizing insights

## QUALIFICATIONS

- Currently enrolled in a graduate program in Instructional Design, HR, Business, Education, a related field, or equivalent experience in industry
- Strong interest in instructional design, learning technology, and training
- Comfort working with e-learning authoring tools; experience with Articulate 360, LMS platforms, or other content authoring tools is a plus
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with all levels of the organization
- Ability to take feedback, manage revisions, and work through iterative content development cycles
- Curiosity and willingness to learn about technical and manufacturing-related topics