



Position Description

Human Edge Consulting is a boutique consulting firm that helps leaders translate strategy into sustained performance in complex, high-risk environments. We partner with organizations across industries such as chemicals, manufacturing, mining, utilities, and energy to strengthen culture, capability, and execution where reliability and risk control matter most. Our work integrates applied behavioral science, organizational design, and practical operational experience to deliver solutions that are credible with executives, usable by the workforce, and grounded in real work. We engage experienced independent consultants who bring discipline, judgment, and professionalism to client challenges that cannot be solved with theory alone.

At **Human Edge Consulting**, we seek experienced, independent partners who bring sound judgment, credibility with senior leaders, and the ability to operate effectively in complex, high-risk environments. Our partners are practical, disciplined professionals who translate insight into action, work comfortably alongside executives and frontline teams, and take ownership for delivering high-quality outcomes. We value individuals who balance rigor with pragmatism, collaborate well in multi-workstream engagements, and uphold the standards of trust, professionalism, and accountability that our clients expect.

Role

Contract eLearning Authoring Designer

(Independent Contractor – 1099)

Organization

Human Edge Consulting

Position Type

Independent Contractor (1099)

This position does not constitute employment.

Role Purpose

The Contract eLearning Authoring Designer partners with Human Edge Consulting to design and build high-quality digital learning experiences that support capability development, risk reduction, and performance improvement in complex, high-risk



Position Description

environments. eLearning Authoring Designers are engaged for their ability to translate instructional designs, subject-matter expertise, and consulting frameworks into engaging, technically sound, and learner-centered digital learning assets.

Scope of Services

Contract eLearning Authoring Designers may be engaged to deliver one or more of the following services, based on client and project needs:

- Development of eLearning modules using approved authoring tools
- Conversion of storyboards, scripts, and instructional designs into interactive digital courses
- Integration of multimedia elements (graphics, audio, video, interactions)
- Build and configuration of assessments, knowledge checks, and simulations
- Development of responsive and accessible learning content
- Testing, debugging, and quality assurance of eLearning assets
- Updates and revisions to existing digital learning materials
- Packaging and deployment support for LMS or client platforms
- Specific deliverables, timelines, and fees will be defined in a Statement of Work (SOW), Independent Contractor Agreement, or written engagement addendum.

Key Responsibilities

- Collaborate with instructional designers, consultants, and SMEs to understand learning intent and requirements
- Build eLearning modules that align with approved designs, standards, and client expectations
- Apply best practices in usability, learner engagement, and digital learning design
- Ensure technical accuracy, functionality, and consistency across modules
- Incorporate feedback and revisions through iterative development cycles
- Conduct testing to ensure compatibility across devices, browsers, and LMS platforms
- Maintain version control and file-management standards
- Protect confidential client and firm information and intellectual property
- Represent Human Edge Consulting with consulting-grade quality and professionalism



Position Description

Required Qualifications

- Demonstrated experience authoring eLearning content for professional or enterprise audiences
- Proficiency with one or more eLearning authoring tools (e.g., Articulate Storyline/Rise, Adobe Captivate, similar platforms)
- Strong understanding of digital learning best practices and user experience principles
- Ability to translate scripts and designs into functional, engaging courses
- Strong attention to detail and quality assurance
- Ability to manage multiple deliverables and timelines independently

Preferred Qualifications (Role-Dependent)

- Experience supporting learning in high-risk or operational environments
- Familiarity with safety, compliance, or capability-focused learning content
- Experience with LMS standards and publishing formats (SCORM, xAPI, AICC)
- Understanding of accessibility standards (e.g., WCAG)
- Experience collaborating with instructional designers and consulting teams
- Basic multimedia editing skills (audio/video)

Independent Contractor Status

Contract eLearning Authoring Designers:

- Operate as independent contractors and determine how services are performed
- Provide their own authoring tools, workflows, and professional judgment
- Are responsible for all applicable taxes, insurance, and business expenses
- Are not eligible for employee wages, benefits, or guaranteed hours
- May provide services to other organizations, subject to conflict-of-interest and confidentiality standards

Compliance & Confidentiality Requirements

All Contract eLearning Authoring Designers must:

- Comply with Human Edge Consulting confidentiality, data-protection, and IP requirements



Position Description

- Execute confidentiality and intellectual-property agreements as required
- Adhere to applicable laws, regulations, and client policies
- Maintain professional and ethical standards consistent with consulting engagements

Engagement & Scheduling

- Engagements are project-based and scheduled by mutual agreement
- No minimum hours or guaranteed volume of work
- Work is primarily remote, with coordination meetings as required by project scope

Agreement Acknowledgment

Engagement in this role is contingent upon execution of an Independent Contractor Agreement, acceptance of applicable Statements of Work, completion of required compliance documentation (including IRS Form W-9), and approval by Human Edge Consulting leadership.