



## POSITION DESCRIPTION

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**POSITION TITLE:** eLearning Development Coordinator

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** eLearning

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Director of Global eLearning

**POSITIONS MANAGED:** None

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### POSITION PURPOSE

This individual is responsible for managing all administrative activities as they relate to Bona's eLearning development efforts and site platforms; including individual and team registration, site management and usage assistance, analytics, and project coordination while working independently and with the US and global eLearning teams. In addition, this person will help research, develop, implement, maintain and manage the eLearning modules, courses, learning paths, training videos, certification and badging programs for the use of Bona colleagues, Certified Craftsmen, other contractors, distributor personnel, the A&D community and consumers. This individual will be part of the U.S. and global eLearning teams, supporting Bona's annual strategic objectives, while contributing to a positive team and company culture.

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### POSITION QUALIFICATIONS AND JOB DUTIES

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelors or Associate degree preferred; High School Diploma / GED required
2. Must be proficient with Microsoft office programs
3. Must be a self-starter, creative and able to work with minimal supervision.
4. Ability to multi-task

#### JOB DUTIES:

1. Site administrator for BonaTraining.com (SAP Litmos platform); team/individual set-up, site assistance, communication, course launches and communications, compliance, and analytics
2. Complete mass user uploads through Excel and Litmos/Acclaim platform functionality
3. Coordinate course projects for U.S. and global teams
4. Review course modules for content and functionality
5. Help create content/guidelines/tutorials to increase site usage and understanding
6. Create course reference materials (Key Take-Aways, Best Practices, etc) with Word and design software; edit and publish as pdf's
7. Become proficient with eLearning authoring and design tools (Articulate Storyline, InDesign, etc); while increasing knowledge of adult learning theory and eLearning best practices
8. Collaborate with product management, marketing, and sales personnel to create needed content
9. Update course modules and content as products/processes change
10. Create and launch marketing communications to help draw users back into system
11. Site administrator for Bona badging site (Acclaim); badge set-up, issuance, communication, analytics

12. Participate in hands-on Bona Training events to become knowledgeable about Bona products and processes
  13. Perform same duties above for global eLearning efforts with EMEA and APAC team
  14. Serve as Mindtouch (knowledge base) coordinator and authoring expert
  15. Ensure system security and confidentiality of sensitive and or protected content and materials
  16. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
  17. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Project Management** – Completes appropriate amount of projects within the given timeframe.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
4. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
5. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
6. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
7. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
8. **Innovation** - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, and effectively presents ideas and information.
9. **Organizing & Planning** – Plans, organizes and effectively manages to maximize efficiency and productivity. Sets goals and objectives, prioritizes and plans work activities, identifies specific action steps and resources, anticipates problems and develops contingency plans.

10. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 50% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 25% of the time.
3. Must be able to occasionally move within the office to access file cabinets, office machinery, etc.
4. Must be able to lift 10-20 pounds (for example: packages, copy paper boxes, etc.)
5. Must be able to communicate effectively by listening and also in both written and verbal forms.

#### WORK ENVIRONMENT

1. Generally, works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
2. This position regularly requires large amounts of time to be spent using and viewing computer screens and equipment, which generally entails regular and repetitive motions.
3. May occasionally be exposed to vapors, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

#### SIGNATURES

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This job description has been approved by all levels of management.

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bona US is an at-will employer. Therefore, both the employee and the employer retains the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.