



Specialist, Staff Talent Development

[Apply](#)

-  Hybrid
-  Washington, DC
-  Full time
-  Posted 6 Days Ago
-  R1900

How You'll Contribute

The Human Resources (HR) team works to find, grow and retain talent and build the NGS community. HR is dedicated to designing and building people and total reward strategies that enhance employee culture and the employee experience at NGS. The HR department includes the Business Partners, Total Rewards & Recognition, and Talent Management teams, and it leads the internship program.

Reporting to the Senior Director for Staff Talent Management, the Staff Talent Development Specialist will support the design of compelling and tailored learning programs and resources that will help address the organization's key challenges and the workforce's changing needs. This will include curation of existing instructor-led and on-demand training content to create a suite of learning paths for staff that align with our Core & Leadership Competencies. The Specialist will bring strong communication and organizational skills and a passion for creating innovative learning experiences.

Your Impact

Responsibilities Include

Learning & Development (75%)

- Provide instructional design support in development of innovative eLearning & instructor-led learning experiences

- Create training materials and slide decks, as well as supporting materials such as rubrics, manuals, training guides, and other resources
- Manage logistics & scheduling for all instructor-led virtual and in-person training events
- Oversee day-to-day implementation of elearning programs and platforms
- Conduct research to support content development
- Coordinate efforts with HR Business Partners, internal communications, DEI, stakeholders, and contractors to ensure opportunities are widely accessible to all staff
- Manage the collection, analysis, and visualization of training evaluation data to inform strategy and decision making

Performance Management (25%)

- Contribute to the development and roll-out of performance management frameworks in support of existing and future staff and manager competencies and technical skills
- Support the development of career and succession planning frameworks, tools, and resources
- In coordination with HR Operations and the Technology Team, manage logistics and scheduling of yearly performance management cycle

What You'll Bring

Educational Background

Bachelor's Degree or equivalent experience preferred

Minimum Years and Type of Experience

3+ years of work experience with adult learning in a corporate environment

Necessary Knowledge and Skills

- Experience with instructional design for both eLearning & instructor-led experiences
- Knowledge of adult learning principles and experience with a variety of learning methodologies
- Experience with eLearning authoring tools such as (but not limited to) Articulate

Desired Qualifications

- Experience managing technology platforms including an Learning Management System (LMS) such as Litmos or Workday
- Experience building learning paths on eLearning platforms including (but not limited to) LinkedIn Learning, eCornell, and MasterClass
- Experience facilitating adult learners through learning experiences
- Knowledge of career management frameworks, change management best practices, and staff engagement initiatives
- Familiarity with behavioral assessments such as StrengthsFinder, DiSC, Predictive Index, and/or MBTI
- Creative thinking and responsive problem-solving

Supervision

No direct reports

Salary Information

The National Geographic Society offers a competitive and holistic total rewards package. Our compensation structure and transparent pay philosophy are based on industry-specific market data for similar-sized nonprofit organizations.

The salary range for this position accounts for a wide range of factors including but not limited to organizational need; specific skill sets; experience and training; certifications; and more. At the National Geographic Society, individuals are typically hired at or near the starting point of the salary range for their role, and compensation decisions are dependent on the facts and circumstances of each case.

The salary range for this position is \$74,100.00 - \$78,000.00.

In addition, the National Geographic Society offers a competitive and comprehensive benefits package that includes, but is not limited to, medical, dental, and vision insurance; engaging and comprehensive wellness program; 401(k) retirement savings plan with matching contributions after 6 months of employment; flexible paid time off benefits with up to 22 days of paid annual leave per calendar year (15 days for new hires in their first year, prorated based on the number of pay periods remaining in the year) and 10 days of sick leave; 12 paid holidays and a paid winter break between December 25 and 31 (May not apply to all roles that are required to work during high volume seasons or essential workers. Please check with the hiring manager for confirmation.); paid parental leave, adoption and surrogacy expense reimbursement, fertility benefits; learning and development opportunities; Lifestyle Spending Account; pet adoption assistance and insurance; pre-tax transportation benefits with a generous employer subsidy; employer-paid life insurance and disability benefit; and a variety of National Geographic discounts and perks.

Job Designation

Hybrid - At the Society, we believe in the advantages of coming together to build community, mentor and learn from colleagues, and connect more deeply with our mission. As a result, the majority of our staff are Hybrid. Our Hybrid category requires that staff work at Base Camp two days each week: every Tuesday and Wednesday. Hybrid staff are also always welcome to come in additional days each week if preferred.

Candidates must be legally authorized to work in the United States. This position is not eligible for visa sponsorship.

We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization.

About Us



Who We Are

The National Geographic Society uses the power of science, exploration, education and storytelling to illuminate and protect the wonder of our world.

[Read More](#) 

Follow Us



© 2025 Workday, Inc. All rights reserved.