

# INSTRUCTIONAL DESIGNER

Women Building Futures (WBF) is a non-profit organization that empowers women to become economically prosperous through industry recognized training. The Instructional Designer will support the design, delivery, implementation, and evaluation of WBF educational programs. This position will support online & offline learning components, program improvements along with the creation of learner resources and course materials.

## Key Responsibilities

- Facilitate and support the design, development, implementation and evaluation of educational offerings
- Consult and provide expertise grounded in the latest research in adult learning, educational technology and instructional design theories/processes
- Collaborate with WBF colleagues and subject matter experts to assess learning needs and identify appropriate approaches to instructional delivery
- Identify overall instructional goals, curricular priorities and structure learning experiences accordingly
- Articulate specific and measurable learning outcomes, select and develop appropriate instructional and assessment strategies
- Identify, research, and develop course content, solicit and integrate feedback from SMEs, and structure and sequence course content to support the learning outcomes
- Compile, gather and create corresponding learning resources (media/visuals), study guides, and training manuals
- Select and integrate appropriate technology (Articulate Storyline, Moodle) to support educational delivery
- Develop and adapt course and training materials for online & blended delivery as needed
- Analyze and apply trends and best practices in educational technologies and instructional design
- Support the implementation and delivery of educational programming providing instructor and learner support when required
- Modify and enhance educational delivery and learning resources in response to organizational needs and learner feedback.

## Education and Experience

- Master's Degree in Education related to Adult Education, Instructional Design, Educational technology or related field. Equivalent work experience in combination with related education may also be considered.
- Certification as a Training Professional (Certified Training and Development Professional CDTP or Canadian Association of Instructional Designers CAID) other equivalencies will be considered. A minimum of three years of training development, delivery, teaching, or facilitation experience.
- 3+ years of Instructional Design experience, including e-learning and experience with learning management systems (e.g. Moodle, Blackboard, etc.)
- Demonstrated skill developing and delivering innovative, creative, engaging online training with experience creating multi-modal learning solutions, including proficiency developing eLearning modules, quizzes and assessments
- Previous experience working within the construction and maintenance industry a distinct asset
- Knowledge of the various trades requirements, opportunities, and employment expectations in the construction trades
- Strong communication abilities, written and verbal, with strong writing, editing and proofreading skills
- A portfolio of past projects or other resources that exemplifies the candidate's quality of work
- Ability to work remotely

Interested applicants can email their cover letter and resume to [careers@womenbuildingfutures.com](mailto:careers@womenbuildingfutures.com)

This is a full-time contract position. Background checks may be required. Please note only shortlisted candidates will be contacted.

**Open until a suitable candidate is found.**