

INSTRUCTIONAL DESIGNER

This position will support the Training department with the construction and development of courses within the learning management system (LMS) and in Face-to-Face delivery. The Instructional designer will also be responsible for the curation and implementation of multi-modal courses. If you have the skills required and are interested in a 6-month contract position and want to be part of an organization that changes lives then YOU GOT THIS!

Key Responsibilities

- Review all training material that has been deployed through the LMS on a regular basis to ensure accuracy and completeness.
- Collaborate with colleagues and subject matter experts to determine learning needs and develop/select appropriate self-paced and facilitated courses and web-based training materials.
- Prepare, update and develop course and training materials as needed and adapt materials to changing priorities.
- Assist LMS Administrator with basic troubleshooting of LMS and Learning Object issues as needed.
- Ongoing learning about emerging trends and technologies in the learning and development industry.
- Assist with group facilitation for staff development through multiple mediums: Online, face-to-face and blended models.
- Research and initiate corrections and improvements to course offerings.
- Consult, facilitate and support services for the development, implementation and assessment of learning experiences at the curriculum, program course and class levels.
- Develop course structure throughout all development stages of blended learning, online courses, workshops, or seminars, including their implementation and maintenance.

Education & Experience

- Degree, Diploma, or Certificate in Instructional Design, Teaching and Learning in higher education, educational technology or related field.
- Certification as a Training Professional (for example a Certified Training and Development Professional CDTP or Canadian Association of Instructional Designers CAID) other equivalencies will be considered.
- 3+ years of Instructional Design experience, including e-learning
- Minimum of three years of training development, delivery, teaching, or facilitation experience.
- Experience with and ability to learn new educational technology resources and devise as required (i.e. cloud computing, blended learning, video streaming, etc.)
- Knowledge and experience working with rapid prototyping and using the SAM (Successive Approximation Model) emphasizing collaboration, efficiency and repetition.
- The candidate will provide a portfolio of past projects, speaking engagements, or other resources that exemplifies the candidate's quality of work.
- Advanced computer proficiency – Microsoft Office, databases, project management
- Knowledge of learning management systems (specifically Moodle) and trends in learning technology.

This is a 6-month full time contract position.

Interested applicants can e-mail their cover letter and resume to careers@womenbuildingfutures.com.

Please note only short listed candidates will be contacted. Position open until suitable candidate is found.