



## **Job Posting Instructional Design and Development Specialist Contract, Full-time (12 months)**

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

The Instructional Design and Development Specialist collaborates with subject matter experts, networks, project committees, child welfare/social services organizations, agency representatives to design, develop, implement, evaluate and revise curriculum and learning resources that are aligned with OACAS strategies and are aimed at enhancing the capabilities of child welfare professionals and their leaders.

The position develops learning objectives and performance outcomes for training courses/learning activities, develops content to meet learning objectives, and identifies appropriate delivery mechanisms. The position develops trainer and participant materials, including interactive e-learning modules. The position works with the Quality Assurance Specialist to develop and implement methodologies to review and assess learning materials and make recommendations for improvements. The position is responsible for managing learning design and development projects, including engaging and managing vendors.

As a key member of the OACAS Learning department, you will support the work of OACAS by collaborating, engaging and working across departments, within a co-operative and accountable environment.

A copy of the full job description is available online at :

<http://oacagroups.org/uploads/Job%20Description%20-%20OACAS%20-%20Instructional%20Design%20and%20Development%20Specialist.pdf>.

You have:

- Post-secondary degree in Adult Education, Instructional Design, Information and Learning Technologies or related field or equivalent experience
- A minimum of five years' experience in designing, developing and evaluating curriculum, learning activities and resources for self-directed e-learning, instructor-led classroom training and on-the-job practice activities

- Comprehensive knowledge of current adult learning theories, principles, program design strategies, technologies, trends and best practices applicable to both online and instructor-led learning programs
- Familiarity with various learning delivery models including online, blended, and classroom; knowledge of the theories and practices of e-learning and the implementation of synchronous learning environments
- Experience with Learning Management Systems; familiarity with virtual classroom and with multimedia and web design technologies
- Knowledge of SCORM and Tin Can API technical standards and specifications for e-learning and proficiency in e-learning authoring software such as Articulate Storyline, Captivate, Flash, etc.
- Knowledge of APA Style rules and familiarity with copyright issues and their application to curriculum development
- Project management skills to lead, develop, plan, implement, monitor and evaluate learning design and development projects; contract management skills to engage and manage vendors
- Strategic thinking and analytical skills to analyze the impact of trends and changes in the sector and make recommendations about curriculum development and learning design directions
- Innovative and creative thinker to identify opportunities and approaches to apply leading edge ideas and techniques to enhance the OACAS training program
- Advanced verbal and written communication skills to communicate with a broad range of audiences one-on-one and in a group setting, make compelling presentations and write clear, concise learning materials geared for the target audience
- Exceptional editorial skills – advanced understanding of English grammar and a keen eye for detail, quality, and accuracy
- Strong interpersonal, collaboration, and relationship management skills to interact effectively and build and nurture effective working relationships with colleagues, member agencies, subject matter experts, instructional design vendors and learners
- Strong negotiation skills and ability to foster cooperation, build consensus, gain support and influence decision making and outcomes
- Demonstrated ability to plan, organize and prioritize a varied workload in a fast-paced environment, including managing several projects simultaneously
- Highly motivated problem solver with the ability to identify and resolve challenges both autonomously and collaboratively
- Proficiency in full suite of Microsoft Office products

The following experience would be considered an asset:

Bilingual English/French

Experience working with aboriginal and/or francophone communities

Knowledge and experience in child welfare or social services

CTDP or CTP designation

Teaching or training experience with adult learners

Salary: Grade 8 (\$75,648-\$94,596)  
Classification: Professional; Contract, Full-time (12 months)  
Location: Toronto, ON

**APPLY ONLINE to Anna Mikhael, Human Resources Specialist at <https://jobs-oacas.icims.com/jobs/intro> by end of day Monday, April 10, 2017 (include cover letter with resume, as one file)**

We thank all candidates for their interest; however only those considered for an interview will be contacted.

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

*Accommodation for a Disability*

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.