LET'S TALK SCIENCE POSITION POSTING

Position Title: Instructional Designer
Position Status: 2-year renewable contract, eligible for benefits
Closing Date: Applications are encouraged by 11:59 pm ET on August 12, 2020; however; the position will remain open until filled

THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, LTS offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 7 million children, youth, educators and volunteers in STEM since its inception.

This position is located in London, ON, Calgary, AB, or St. John's NL. However, work from a home office may be negotiable for the right candidate.

We invite you to visit our website (https://letstalkscience.ca/) to learn more about our organization.

POSITION

The Instructional Designer, Professional Learning is responsible for the design of e-learning materials, activities and assessments for and migration of face-to-face professional learning to the online environment. The incumbent will apply evidence-based Instructional Design models and techniques to design and implement professional learning (modules, courses and programs) for K-12 educators. This could include the design of mediated learning activities, the organization and structuring of content, the recommendation of assessment strategies, communication and feedback.

Responsibilities:

- Collaborate across work streams to ensure creative, learner-centered solutions that integrate with the LMS platform and on the Let's Talk Science website
- Provide leadership, technical, and pedagogical guidance to the development team and SME's
- Ensure (and report back on) the high-quality execution of all development tasks as outlined in the project plan
- In collaboration with the development team, interpret information from gathering exercises (literature reviews, program design sessions, environmental scans, etc.) to define project requirements and specifications
- Responsible for testing, quality assurance, and user experience
- Escalate issues to the Program Development Manager in a timely manner, anticipate and mitigate roadblocks impacting project deliverables
- Participate in program evaluation and reporting requirements, including collecting and providing data to other organizational representatives as needed.
- Attend training sessions provided by Let's Talk Science
- Actively participate in all aspects of Let's Talk Science's strategic and relevant work plans.
- Represent Let's Talk Science at various workshops, symposiums and educator conferences, as assigned
- Stay current on pedagogical issues and trends in STEM and 21st century learning skills, sharing and integrating learnings into work as appropriate
  Other duties as requested/required that are within the scope of the position

Requirements/Qualifications

- Post secondary education in Instructional Design, Educational Technology, Curriculum and Instruction, Adult Education or a related field
- Two (2) years of relevant and current work experience in e-learning, preferably in educational settings; and an equivalent combination of education and experience will be considered
- Experience designing and developing within learning management systems such as, Brightspace by D2L, Moodle, Blackboard, or Canvas
- Knowledge of SCORM and AICC standards
- Teaching experience in a Higher Education/Adult Education/Corporate Training environment is preferred.
- Knowledge of accessibility laws and best practices including the Accessibility for Ontarians with Disabilities Act (AODA)
- Experience with rapid authoring tools is preferred
- Experience with a knowledge of Adobe Suite and/or knowledge of HTML/CSS are considered assets
- Bilingualism (French and English) strongly desired
- First Nations, Métis, or Inuit heritage an asset
- A good understanding and knowledge of diverse Indigenous cultures across Canada
- Proven ability to successfully develop and implement work plans and educational programs
- Willingness to travel (to staff meetings in London, ON, educator conferences, professional learning sessions and/or client/customer meetings as required)

Skills and Abilities

- In-depth knowledge of instructional design, course design, learning theories, and educational technologies
- Must demonstrate significant understanding of the principals of adult and technology mediated pedagogy
- Experience and expertise with a variety of multimedia authoring applications i.e. Articulate 360, Learning Management Systems and educational technology tools
- Effective project facilitation and organizational skills, along with excellent communication skills (both written and verbal)
- Strong interpersonal and problem-solving skills, as well as good judgment, initiative, resourcefulness, tact and discretion are essential
- Adaptability and attention to detail will be the key to this position, as well as the ability to work in a team environment.
- Respect for diverse worldviews and community context including an understanding of working with people from diverse racial, ethnic and socioeconomic backgrounds
- Proficient in use of the Microsoft Office Suite, Google Apps and Internet search techniques and a willingness to learn and adapt to new technology as it emerges in the field

Working Conditions

- Reports to the Program Development Manager, Professional Learning.
- Works closely and collaboratively with other team members, Subject Matter Experts and Let's Talk Science staff working on the development and delivery of Let's Talk Science programs

Interested candidates should submit their resume and cover letter (including salary expectations) quoting "Instructional Designer" as outlined below by 11:59 pm ET on **Wednesday, August 12, 2020** to:
Shawna Agathos
Coordinator, Human Resources, Let's Talk Science
1510 Woodcock Street, Unit 12 London ON N6H 5S1
Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)
FAX: (519) 474-4085

Let's Talk Science is committed to building a diverse workforce reflective of Canadian society and invite applications from all qualified individuals. Let's Talk Science is committed to employment equity and diversity in the workplace, and welcomes applications from members of racialized groups, Indigenous persons, persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations to assist you with any aspect of the hiring process, please contact the Human Resources Coordinator listed above to arrange reasonable and appropriate accommodation measures which will enable you to be assessed (or "to participate") in a fair and equitable manner. While we appreciate all applications, only those invited for an interview will be acknowledged.

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