

**INTERNAL & EXTERNAL JOB POSTING**

**Curriculum Developer, Skilled Newcomer Training Incentive Bond Project**

**4-month short contract**

ISANS is seeking a full-time **Curriculum Developer, Skilled Newcomer Training Incentive Bond Project** to develop curriculum that focuses on Essential Skills/Skills for Success workshop that is offered in person and/or online. Reporting to the Manager, Employment & Bridging, this position will be responsible for:

- Developing Skills for Success workshop curriculum with concentration on identifying profession-specific Skills for Success including description, activities, assignments, resources and facilitators' instructions.
- Working closely with the project team to complete the Skills for Success workshop curriculum and specifically with the instructional designer on transforming the curriculum online.
- Reviewing the new changes to the essential skills framework to ensure the information is up-to-date and the workshop meets the new Skills for Success framework.
- Maintaining ongoing follow-up with the project coordinator and instructional designer to stay on track and complete the development in a timely manner.
- Facilitating the Essential Skills Portfolio development workshop once developed for each client cohort.

**The ideal candidate for this position will have the following:**

**Education:**

- Bachelors Degree or equivalent combination of education and experience will be accepted

**Experience:**

- Experience in curriculum development
- Experience and knowledge of the Essential Skills/Skills for Success framework
- Experience working in a cross-cultural environment

**Knowledge:**

- Knowledge of the Essential Skills/Skills for Success platform
- Understanding and knowledge of adult education principles
- Understanding of online program development

**Skills:**

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications

**ISANS Core Competencies**

**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

**Collaboration**

- Working collaboratively with others across the organization to achieve shared objectives

**Continuous Learning**

- Continually seeking new knowledge and skills, as well as developing existing capabilities

**Innovative Thinking**

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

**Accountability**

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

**Respect**

- Actively encouraging an environment of fairness, honesty and integrity for all

**Terms of Employment:**

- Short term contract to end November, 2022, (4-month contract)
- Full-time 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** ASAP**Closing Date:** Monday August 15, 2022– 4 p.m.**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**