isans | Immigrant Services
Association of Nova Scotia

INTERNAL & EXTERNAL JOB POSTING

Instructional Designer

ISANS is seeking a full-time **Instructional Designer** to design and publish appropriate online training and support resources, workshops and courses. Reporting to the Manager, Digital Transformation & Technology Support, the Instructional Designer will be responsible for:

- Ensuring a high standard of instructional design is maintained in each online learning development project
- Working closely with content experts to develop interactive, effective online content
- Assisting with embedding, formatting and deploying learning objects
- Providing quality assurance testing for online material
- Applying and adapting appropriate pedagogic strategies, techniques, and principles of instructional design into online courses
- Liaising with subject matter experts and the IT team throughout course development and implementation
- Developing course materials (e.g., handouts, videos, podcasts), learning objects, online activities, and group exercises including instructions and look and feel
- Creating course design templates and modular support materials as needed
- Participating in evaluating and assessing instructional effectiveness and continuous improvement of course materials in collaboration with content teams.
- Researching and evaluating emerging instructional technologies and tools and make recommendations for use

The ideal candidate for this position will have the following:
Education:
- Bachelors Degree or equivalent combination of education and experience will be accepted

Experience:
- 2 years' experience in a similar position
- Experience with Course authoring software, e.g. Articulate Studio, Captivate, Camtasia, Articulate Storyline
- Experience and ability to learn new instructional technologies and software
- Experience in effectively presenting information and expressing clear and concise ideas, both orally and in writing
- Experience with Moodle administration and/or development
- Experience working in a cross-cultural environment an asset

Knowledge:
- Knowledge of current web-based instructional technology and design
- Knowledge of deploying learning objects such as flash video, and media management within Moodle
- Knowledge of Moodle v.2.8 + course design
- Thorough knowledge of HTML5
- Knowledge of web-design best practices
- Knowledge of web standards for accessibility
- Basic knowledge of CSS3
- Basic knowledge of JavaScript and/or PHP

Skills:
- Strong copyediting 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
- Indefinite-term contract
- Full-time, 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Monday September 25, 2023- 4.00pm

To apply: Please e-mail your resume and cover letter merged into one document to 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.