

ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Online Training and Program Curator

Ontario Chamber of Commerce Contract – Full-Time fixed term ending on March 31, 2023

Primary Objective: Under the direction of the Director, Program Operations, the Online Training and Program Curator is responsible for curating and directing the development of online courses and learning materials to support a national Learning Management System (LMS) platform focused on providing small to medium sized businesses (SME's) access to a host of resources that can support their recruitment and skill development needs.

Key Responsibilities:

Assessment (User Needs and Programs)

- Conduct user needs assessments of online courses/educational pathways and learning materials.
- Review and evaluate online courses/educational pathways and learning materials for project suitability, based on provided project criteria and instructional design theories.
- Audit the accessibility of online learning material and suggest improvements.
- Analyze/evaluate the content of courses, modules, storyboards, scripts and recordings.

Resource Development

- Collaboratively search for and identify online courses/educational pathways and learning materials.
- Provide style guidance to ensure that material meets the needs of the target audience
- Analyze and curate a package of online courses/educational pathways and learning materials that aligns with project criteria, meets user needs, and is compatible with delivery platform capabilities.

Evaluation

- Develop appropriate evaluation materials to ensure that learning objectives are met.
- Evaluate the impact on learners of courses/educational pathways and learning materials selected for inclusion in the project.
- Provide feedback and improvement suggestions about learner experience, learning content design, and learning engagement.

Communication and Project Management

- Communicate evaluation results to direct report and key project staff; attend meetings when necessary.
- Assist with project administration, coordination, and management responsibilities including organizing and attending meetings, corresponding with partners and stakeholders, and coordinating timelines and task assignments.
- Assist with project research tasks including research into skills needs, approaches to skills training and development, and skills related to equity, diversity, and inclusion.
- Apply trends in learning technology to ensure best practices are used.
- Other project-related duties as assigned.

Qualifications:

Education

- Post-secondary education in adult education, educational technology, or instructional design.

Experience

- 3 years of related work experience in technology-based education, or equivalent combination of education and experience.
- Experience in online course development and/or in online learning evaluation.
- Familiarity with web accessibility principles.
- Demonstrated ability to meet deadlines.
- Experience working with businesses – particularly small and medium-size enterprises (SME) is an asset.
- Knowledge of different LMS systems an asset.

Key Relationships:**OCC**

- Programs Team
- Communications Team

External

- Strategic partners
- Business community and associations
- Post-secondaries
- NFP sector

Other Considerations:

- Must have access to a computer and internet.
- This is a funded contract role with vacation benefits until March 31st, 2023.

The Ontario Chamber of Commerce is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please ensure to advise us so that your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

How to apply:

To apply, please send a cover letter and a CV to resumes@occ.ca. We will be accepting applications until the position is filled.

Please...no agencies and no phone calls.