

## Job Posting – Manager, Instructional Design

<b>Organization</b>	Egale Canada
<b>Application Deadline</b>	October 9, 2020
<b>Application Process</b>	Resume and cover letter to <a href="mailto:jobs@egale.ca">jobs@egale.ca</a>
<b>Start Date</b>	Nov. 2, 2020
<b>Employment Type</b>	<u>Full Time/Salaried</u>

Egale is Canada's leading organization for LGBTQI2S people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

### Job Description

The successful candidate will lead the production and execution of Egale's educational contents and public programming concerning LGBTQI2S rights and advocacy. Working closely with the Executive Director, as well as the Director of Communications, the Manager, Instructional Design and Programming, will take charge of the development and implementation of all our curriculum and training materials, community outreach and programming, and educational research related to the above topics. The manager will oversee the production cycle of each learning and program project in coordination with the Project Management Department, as well.

### About the Department

The Learning Department designs, produces, and executes learning and educational projects and materials in accordance with Egale's mission, vision, brand and strategic business objectives. The Department serves both the organization, internally, as well as external partners and clients, by fulfilling the following responsibilities:

- Developing and designing educational materials, best practices, and learning resources (e.g. webinars, learning units, HR training) concerning issues relating to LGBTQI2S people in Canada and abroad.

- Executing learning activities, training sessions, and public workshops in collaboration with in-house and external facilitators.
- Serve as a resource to clients and Egale on the integration of LGBTQI2S curriculum through consultations and in the development of professional and commercial learning materials.
- Conducting research on cutting edge teaching and learning frameworks, designs, and assessment models concerning promoting LGBTQI2S human rights and equitable inclusion for workplaces, students, and local, national, and international government agencies.
- Conducting learning evaluations, design assessments, and pre/post-production reviews.
- Conducting policy review, consultation, and development for external partners and clients, such as school boards, employers, and public policy makers.

The Department's ongoing priorities include: Design and platform overhaul for all of our digital learning engagements, for example sports inclusion, senior's issues, anti-Black racism, trans rights, intersexuality, and digital learning spaces for students and educators.

## Major Duties & Responsibilities

- Designing, developing, and implementing all educational materials in Egale's portfolio.
- Supervising Learning Developers for the production of digital and print materials.
- Collaborating with the Research Department on producing most up-to-date knowledge and educational literature on LGBTQI2S rights and advocacy.
- Collaborating with the Communications Department on the implementation and execution of online learning portals and platforms.
- Managing production cycles of digital teaching materials and training programs.

Other duties include: Participating in regular management meetings; organizing workshops for staff and community members; scanning and identifying funding opportunities for educational and training programming; and assisting with other projects at the organization as assigned.

## Qualifications

- The successful candidate will have a master's degree from an accredited Canadian University with minimum of 5 years of work experience in the relevant fields (e.g., Non-profits, higher education, public agencies, or HR consultancies).
- A strong and practical background in instructional design, educational technology, or learning science is required.
- The candidate must demonstrate a working model for community-based and participatory approaches to teaching and learning for LGBTQI2S rights and advocacy in various settings (e.g., government, private sector, high school students, parents, non-profits).

- The successful candidate will be well-versed in anti-oppressive education and digital teaching and learning platforms and best practices towards that goal.
- Direct experience in managing the development of digital instructional materials and tools, as well as supervising a production team is required.
- The candidate should have demonstrated aptitude for working alongside community organizations and people through an intersectional standpoint, and evidence of their ability to create an interdisciplinary, collaborative, and participatory environment for team members and partners.
- Knowledge of high school curriculum and school systems will be an asset
- Bilingual (English and French) is an asset

## Application Instructions

Applications must be sent electronically in one single PDF file to [jobs@egale.ca](mailto:jobs@egale.ca) and should include the following: cover letter, resume, portfolio, and names of two references. Short-listed candidates will receive an interview invite after the application closing date.

## Egale's Statement on Employment Equity and Diversity

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.