

Job Posting	LMS Administrator/Instructional Designer
Organization	Egale Canada
Department	Learning
Reporting Relationship	Manager of Learning
Term	Permanent, Full-Time
Location	Remote in Canada or Hybrid in Toronto
Application deadline	Open until filled
Apply to	jobs@egale.ca , cover letter required (see details)

Who we Are

Egale is Canada's leading organization for 2SLGBTQI 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.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

The Opportunity

Reporting to the Manager of Learning, the LMS Administrator/Instructional Designer is accountable for supporting Egale's Strategic Plan by planning, designing, developing and delivering targeted and engaging learning solutions using adult learning methodologies and instructional design methods.

Core Duties & Responsibilities

- Design and develop engaging and scalable online learning solutions that incorporate e-learning, mobile learning, self-paced, instructor-led webinars, job aids, etc.
- Source relevant learning content from SMEs and/or other appropriate sources.
- Support project management of learning solutions from project intake to close.
- Assist in the evaluation of the impact and effectiveness of implemented learning solutions.
- Implement Egale's LMS (Learning Management System)
- Once implemented, manage and update the LMS with new educational materials and learning journeys
- Make recommendations to improve systems or processes to create efficiency and effectiveness.
- Provide and/or contribute to reports, statistics, written narratives and other administrative documentation as required for funding and organizational reports.
- Deliver live webinars, as needed.
- Other duties, as directed, for the delivery of the Department's strategic priorities and/or to meet key deadlines.

Qualification Requirements

Education

- Completion of post secondary degree in education, educational technology, or relevant field.

Experience

- A minimum of three (3) years instructional design experience.
- Experience utilizing authoring tools such as Captivate, Camtasia, Storyline, Articulate or Rise.

- A minimum of two (2) years experience with delivery of educational webinars (online) to large groups (up to 100 participants).
- An equivalent combination of education and experience may be considered.
- A minimum of three (3) years managing LMS systems, updating the system, and implementing new deliveries/programs within the LMS

Knowledge/Abilities/Skills

- Advanced knowledge of instructional design practices and adult learning theories.
- Advanced knowledge of 2SLGBTQI equity and inclusion frameworks.
- Advanced knowledge and understanding of equity, diversity, inclusion and decolonization (EDID) principles, and a strong understanding of Anti-Racism and Anti-Oppression frameworks.
- Strong familiarity with video conference tools such as Webex and Zoom
- Strong problem solving, analytic and technical skills.
- Proven ability to multi-task in a busy environment, work well under pressure, and meet time-sensitive deadlines.
- Strong communicator, both written and orally.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Strong attention to detail and quality with exceptional organization skills
- Willingness to work with flexibility, including working alternative hours and changing priorities.
- Experience working in a not-for-profit, 2SLGBTQI community and/or social justice environment.
- Advanced group facilitation and presentation skills.
- Familiar with SCORM or AICC standards.
- Familiar with Learning Management Systems (LMS).
- Demonstrated project planning and management skills.

Salary Range: As per established salary scale within the Collective Agreement

This position offers a comprehensive benefits package, a diverse and inclusive work environment, professional development opportunities, paid personal days, 3 weeks vacation, remote work option, flexible schedule, and the potential for further advancement within the organization.



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How to Apply

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic copy of your resume/CV and a cover letter with subject line "Application for LMS Administrator/Instructional Designer" to jobs@egale.ca

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.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.