Job Posting: Instructional Designer, Workplace Inclusion

Department	Learning
Reports to	Manager of Learning
Posting type / term	Full-Time / 12-month Term / Unionized
Location	Hybrid in Toronto or Remote in Canada
Salary range	$69,525 - $74,675
Application deadline	May 30, 2023 at 4pm ET
Apply to	**jobs@egale.ca** *(must include cover letter)*

About us

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 is committed to equity, diversity, inclusion, and decolonization (EDID) in employment and therefore strongly encourages people of diverse, intersecting, and marginalized identities to apply. This is including, but not limited to: women, Indigenous, 2SLGBTQI, people of colour, older persons, persons living with HIV, sex workers, people with disabilities and other historically marginalized groups. We recognize that equity-denied employment seekers often rule themselves out of applying if they do not meet all educational or skill requirements or have gaps in employment/education. At Egale, we take lived experience into consideration and encourage using your cover letter as an opportunity to explain how your lived experience translates to this role.

Position Description

Reporting to the Manager of Learning, the 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. Within the Inclusive Workplaces portfolio, the Instructional Designer acts as the primary support to Egale's fee-for-service line of products. This

includes the development of custom content as well as advancing current fee-for-service corporate trainings.

Primary Duties & Responsibilities

- **60 %** - Design and develop engaging and scalable online learning solutions that incorporate e-learning, mobile learning, self-paced, instructor-led webinars, job aids, etc.
- **20%** - Source relevant learning content from SMEs and/or other appropriate sources.
- **10%** - Support project management of learning solutions from project intake to close.
- **10%** - Assist in the evaluation of the impact and effectiveness of implemented learning solutions.
    - Make recommendations to improve systems or processes to create efficiency and effectiveness.
- **10 %** - Other duties, as directed, for the delivery of the Department's strategic priorities and/or to meet key deadlines.
    - 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.

Qualifications

Education and Experience:

We recognize the value of a variety of educational experiences including, but not limited to, academic, work and lived experience. All applications, regardless of educational backgrounds will be considered fairly and equitably. However, a degree/diploma in one of the following areas would be an asset:

An equivalent combination of education, experience and/or lived experience will be considered.

- Completion of post-secondary degree in education, educational technology, or relevant field.
- 2+ years of professional experience in the learning industry, preferably within a corporate or civil sector environment.
- Bilingual in French and English is an asset.

Knowledge, Abilities and Skills:

- Knowledge of equity, diversity, inclusion, and decolonization (EDID) principles, and a strong understanding of anti-racism and anti-oppression framework.
- A strong understanding of, and familiarity with, 2SLGBTQI communities.
- A minimum of five (5) years instructional design experience with a minimum of two (2) years experience with delivery of educational webinars (online) to large groups (up to 100 participants).
- Experience utilizing authoring tools such as Captivate, Camtasia, Storyline, Articulate or Rise.
- An equivalent combination of education and experience may be considered.
- Strong ability to work across multiple projects with ranging subject matter and technological requirements.
- Advanced knowledge of instructional design practices and adult learning theories.
- Advanced and current knowledge of 2SLGBTQI equity and inclusion frameworks.
- Advanced and current 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 the governance and operational structures, constraints, and lived realities of professionals working within organizations across a range of sectors, including civil service, commerce, community

and social services, healthcare (public and private), hospitality, industry, and technology.

- 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), Docebo.
- Demonstrated project planning and management skills.

Working Conditions:

In Office:

- Accessible building located along city bus route.
- Five (5) minute walk to the subway.
- Public parking available for $12/day (paid for by employee).
- Accessible and gender-neutral washrooms (ground floor).

- Low noise in the office, fluorescent lighting, option to book board rooms for quiet working or meeting spaces.
- Scent free environment.

Remote:

- Laptop provided.

Additional Benefits:

- Comprehensive benefits package (after 4 months' probation period).
- Paid personal days.
- 3 weeks of vacation.
- Remote work option.
- Flexible start times.
- Access to gender-affirming funds for gender-affirming care.
- Potential for further advancement within the organization.
- A diverse and inclusive work environment.
- Professional development opportunities.

For those working in-office, you have full and free access to the building amenities. Includes: indoor pool, hot tub, sauna, gym, yoga room and squash/racquetball court.

How to Apply

Please submit your resume/CV and cover letter with the title of the role you are applying for in the subject line to **jobs@egale.ca** prior to the application deadline.

About Egale Canada

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Our Mission is to improve the lives of 2SLGBTQI people in Canada and to enhance the global response to 2SLGBTQI issues. Egale will achieve this by informing public policy, inspiring cultural change, and promoting human rights and inclusion through research, education, awareness, and legal advocacy.

Our 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.

Statement on Employment Equity and Diversity

Egale Canada is committed to work led by and for 2SLGBTQI communities. We strive to ensure members of equity-denied groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work opportunities with Egale because a diverse work force is critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in employment 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.

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. If you have questions or requests for accommodations, please email hr@egale.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.

We acknowledge our office is located on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. Our staff lives and works on stolen land across Turtle Island. As an organization committed to 2SLGBTQI inclusion, our work is bound with Indigenous solidarity, and we are on a constant journey to uphold this commitment.