

Job Posting

Alzheimer Society of Ontario

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

Our Values

Collaboration Accountability Respect Excellence

Instructional Design Specialist

The Instructional Design Specialist will support the Alzheimer Society of Ontario (ASO) Education team in the creation of new and adaptation of existing eLearning content. Strong writing and design skills, understanding of adult education principles, familiarity with eLearning content creation software and learning management systems (LMS) are key to the position. The Instructional Design Specialist works as part of the Education team and reports to the Senior Director Education & Knowledge Translation.

What You'll Be Doing

eLearning Course Development

- Working with content experts and other stakeholders as needed, develop new eLearning courses for both external and internal target audiences
- Adapt existing education programs for online learning, consistent with adult education principles and the existing design approach
- Develop eLearning course plans including developing learning objectives, creation of content outline, planning instructional methods and developing storyboards
- Using content creation software, build eLearning modules
- Develop additional tools and resources to support blended learning methods (e.g. participant workbooks)
- Revise existing eLearning modules to meet AODA accessibility standards and update content as needed
- Participate in the evaluation of eLearning courses

Project Management

- Participate in the development of workplans and monitor progress to ensure effective execution of eLearning development in accordance with timelines
- Work with project leads/subject matter experts in the development of eLearning content
- Identify risks to successful completion of each project and solutions to manage those risks
- Support promotion of eLearning and virtual education by providing descriptive copy

Who You Are:

Education:

- Post-secondary degree in health promotion, adult education, instructional design
- An equivalent combination of skills, education and experience will also be considered

Experience:

- Minimum of three years full-time hands-on experience developing curriculum
- Experience in eLearning instructional design

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- Experience managing a variety of projects

Other Knowledge, Skills, Abilities or Certifications:

- Understanding of adult learning principles is essential
- Skills in using content creation software (particularly Articulate 360) preferred
- Solid knowledge of online technology and learning platforms and willing to learn new software is needed
- Strong knowledge of Alzheimer's disease and other dementias an asset
- Proven experience successfully managing projects/initiatives from start to finish
- Attention to detail and a strong work ethic are essential
- Effective analytical and problem-solving skills
- Excellent organizational, planning and time management skills, including handling multiple, concurrent issues and tasks, with an ability to prioritize workload and recognize the significance of unusual or urgent situations in a fast-paced environment
- Ability to show initiative, and to work independently and as part of a closely-knit team
- Excellent written and verbal communication skills
- Strong computer skills, including literacy in Microsoft O365 suite of programs including Teams, Sharepoint, Forms, etc. as well as Word, Excel, PowerPoint and Outlook
- Ability to establish and manage diverse relationships, both internal and external to the organization
- Ability to collaborate and instinctively and effectively mobilize stakeholders towards common goal(s)
- Experience within a highly matrixed organization
- Bilingual French-English speaking is an asset

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles.

What We Offer

Work life balance is important to us here at the Alzheimer Society. That is why we offer our employees:

- A generous employer paid benefit plan.
- Employee and Family Assistance Plan
- A Defined Contribution Pension Plan with up to 5% employer matching
- Personal days and equity floater days that can be used at any time.
- Flexible working arrangements that include working from home and flexible hours
- Paid professional development opportunities.

Hiring Zone & Pay Band Range:

Hiring Zone: \$60,000 - \$65,000

Pay Band Range: \$52,037- \$78,056

Commitment to Equitable Recruitment

The Alzheimer Society recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. Accommodations are available on request for candidates taking part in all aspects of the selection process, in accordance with the Human Rights Code and AODA.

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Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQIA+.

How to Apply

We thank everyone for their expressed interest – and are truly appreciative of the time individuals put into applying – but with the limitations of time, only those selected for an interview will be contacted.

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

Closing Date: May 22, 2024

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