

E-Learning Instructional Designer/Curriculum Developer (Contract May 2022-March 2023)

Who is Causeway?

Causeway is a not-for-profit agency that empowers ALL people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

Causeway values the diversity of the people we hire and serve. To us, inclusion means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

The Project

Causeway will be undertaking a full re-development of the onboarding and ongoing training of our staff, board, and social enterprise workers. This initiative is aimed to impart foundational knowledge across the organization in areas such as person-centeredness, inclusion, objective communication, disability and strength-based approaches to support. Trainings developed as part of this project will be designed to be virtual, self-paced, and include interactive components to enhance learning and create new avenues for learning by identifying areas for individualized and group professional development. The content will also support everyone working or volunteering at Causeway to have a clear understanding of the Causeway program ecosystem, our interconnection with the broader community, and our strategic vision for creating impact.

What will I be doing?

With the support of the senior leadership team and in collaboration with teams throughout the organization, the E-Learning Instructional Designer/Curriculum Developer will develop module content for the foundational training program. This will include convening stakeholders from across the organization to determine key messages, resources and learning tools; researching best practices relevant to inclusive employment and working alongside visual content developers to create video, audio, and visual materials for the modules.

What will my duties include?

- Developing strategies to adapt and/or repurpose existing materials into other formats for a more engaging and scalable learning experience
- Communicating regularly with stakeholders across teams, proposing innovative learning solutions to support organization needs and advocate for the learner experience through an iterative design process
- Conducting research on best and emerging practices in employment services training and onboarding
- Working in collaboration with visual content creators to establish video, audio and visual materials to pilot, design and launch self-paced, online content

- Researching and implementing learning management software to meet operational requirements and incorporate module training content into the learning management system
- Creating assessment tools to assist learners in assessing their knowledge and understanding of the materials
- Develop metrics and establish benchmarks to evaluate training effectiveness
- Testing the materials with stakeholder groups and implementing feedback
- Hosting a public training session for our community partners

What will I bring to the organization?

- A passion for supporting organizations to empower their staff through learning and ongoing professional development
- Experience in designing, developing and evaluating curriculum, learning activities and resources for self-directed e-learning, instructor-led classroom training and on-the-job practice activities
- Experience working with learning management software
- The ability to analyze training needs, design learning objectives, determine the ideal delivery method for responsive and accessible learning
- Working knowledge of best practices for adult learning methodologies and instructional design models
- Strong presentation skills
- Demonstrated ability to work collaboratively across teams and to consolidate information coming from multiple sources
- Commitment to diversity and inclusion and understanding of the barriers and challenges faced by underrepresented communities
- An organized and self-driven approach with an excellent ability to work on multiple projects with multiple individuals, and adapt to changing priorities

Why should I work here?

At Causeway we are focused on building better communities by employing each person's abilities and this starts with our team. When you join Causeway, you can expect:

- A hybrid position with a great deal of scheduling flexibility
- A supportive, inclusive and collaborative environment
- Contract compensation at a rate of \$40.00/hr for 35 hours/week for 40 weeks
- 3 Weeks' Vacation Pro-rated to the length of the contract
- Generous sick time, appointment time and statutory holidays
- Access to Group Health Benefits
- Additional paid time over the holiday break between Christmas and New Year's
- Free access to a full onsite gym
- Opportunities for professional development, training and continuous learning



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How do I apply?

Please send a copy of your resume and cover letter to Hailey Hechtman, Executive Director at hhechtman@causewayworkcentre.org

Applications are due by end of the day on Thursday May 19th.

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

Causeway is an inclusive workplace and encourages qualified candidates from diverse backgrounds and who have faced barriers to employment, including those who may need accommodation, to apply to join our staff team. Please advise if you require accommodation throughout the recruitment process.

WORK. REGARDLESS.