



File Number: 6004-8-70

EMPLOYMENT OPPORTUNITY

Competition #: HQO-18-007

Open to: This Category II position is open to all interested parties.

Learning and Instructional Design Specialist – Military Family Services

Non-Public Funds
Military Family Services
Carling Campus
Permanent Full Time Position

Who We Are:

CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at www.cfmws.com.

Job Summary:

Under the direction of the Senior Manager, Resilience and Engagement, Policy Development and Research, the Learning and Instructional Design Specialist designs, develops, and implements learning solutions/resources across different learning methods, including webinars, presentations, e-learning modules and job aids. She/He provides advice to subject matter experts (SMEs) on the scope of learning objectives, analyzes expectations of target audiences, defines learning objectives, develops detailed plans and designs learning activities. She/He researches and analyzes information in order to suggest appropriate learning solutions based on the requirements and audience needs. She/He liaises with SMEs, as required, throughout the design and development process for content validation. She/He collaborates with colleagues and SMEs to drive the development and implementation of learning activities supporting systems, tools and technical skills.

Qualifications:

Bachelor's degree in Instructional Design, Instructional Technology, Adult Education, Education Technology, Distance Learning, or related field, AND some years experience in a related field

OR

College diploma or certificate in Instructional Design, E-learning, Adult Education, Education Technology, Graphic Design, or related field, AND several years of experience in a related field

OR

A demonstrated equivalent combination of education, training and/or experience. This includes but is not limited to demonstrated military education, training or experience

Language requirement: English or French Essential

Experience Requirements:

- In assessing and identifying learning needs and requirements
- In using instructional design principles and practices
- In using eLearning authoring packages
- In developing and administering Learning Management Systems (LMS)
- In designing and developing instructor lead classroom/e-classroom and self directed web-based training

Posted / Affiché le : 12 January 2018 / 12 janvier 2018

Expires / Date de clôture : 25 January 2018 / 25 janvier 2018



- In creating visual aids as support material for training courses
- In providing advice and guidance to clients
- In interpreting and applying policies and procedures
- In interactive website development
- In e-learning development using rapid authoring tools
- In collaboration platforms and knowledge management processes, tools and approaches

Benefits Available:

Competitive Benefits including Defined Benefit Pension Plan & Savings plans (TFSA, RRSPs), Educational Assistance, Fitness facility, CANEX Privileges.

Salary: \$50,920 - \$59,900 per annum

Relocation: Relocation benefits will not be provided

Security: Reliability Status

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

Employment Equity: NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

Start Date: 1 March 2018

Posting Date: 12 January 2018

Application Deadline: 23:59 hrs Pacific Time on 25 January 2018

Application Submission: Submit resume to NPF HR Office quoting competition # HQO-18-007. Email: recruiting@cfmws.com or online: www.cfmws.com.

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