



**E-Learning Specialist**  
**One Year Contract – possible extension**  
**Salary dependent on Education and Experience**

Ogwehoweh Skills and Trades Training Centre (OSTTC) is seeking an individual with specialized skills in information technology including A/V software and a strong desire to teach adults through virtual platforms. If you have the skills to meet this unique opportunity, please take the time to review the following and apply:

The following qualifications are required:

- Bachelor's Degree or Equivalent Experience in training, adult education, and/or multi-media training materials development
- Experience with a Learning Management System as a developer or administrator

For further information on knowledge, skills and abilities please review the job description.

Full time employees receive employee life and health benefits, defined contribution pension plan, three (3) weeks' vacation to start AND other non-required benefits.

**APPLICATION PROCESS:**

Please submit a covering letter that details how your experience, knowledge, skills and abilities fulfill the duties of this position, an updated resume, a copy of your degree and/or certificate along with three recent work references (no letters) to:

**Human Resources, P.O Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0.**

Applications may also be faxed and emailed to (f)(519) 445-4777 or [HR@greatsn.com](mailto:HR@greatsn.com); **DEADLINE FOR APPLICATIONS 4:00 p.m. March 19, 2021**

A copy of a job description summary is attached.

*GRETI is committed to accessibility for persons with disabilities based upon the core principles of dignity, independence, inclusion, integration, responsiveness and equality of opportunity in employment and training. We welcome all applications; preference will be given to Six Nations members to provide services for the Six Nations community; based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.*



## A. PURPOSE AND SCOPE:

The purpose of the E-Learning Specialist is to develop and deliver e-learning programs and workshops through various platforms; for education/training programs as defined in established curriculum. These programs will align with Ogwehoweh Skills and Trades Training Centers (OSTTC) mission by empowering individuals through education, trades training and professional development.

### Knowledgeable:

- Experience with audio and video editing software
- Experience in teaching adults of diverse backgrounds
- Understanding of socio-economic issues of Indigenous peoples
- Understanding and ability to assist Indigenous peoples with social barriers
- Understanding of Indigenous culture specific to Iroquois traditional knowledge

### Skills:

- Excellent interpersonal skills, ability to relate to a wide range of personalities
- Report writing and planning skills essential to program success

### Abilities:

- Ability to solve technical problems independently
- Organizing and prioritizing a wide variety of tasks with minimal supervision
- Working as part of a multi-disciplinary team.

## DUTIES AND RESPONSIBILITIES

The E-Learning Specialist shall promote Ogwehoweh Skills and Trades Training Centre (OSTTC)'s goals and objectives, maintain the level of professionalism expected by GRETI as outlined in the Policies and Procedures Manuals, and uphold the ethics of the position. In addition, the position shall complete the following duties as required by the position:

### Primary Responsibilities

- Gather information and course elements from instructors/educators as designed for programs and training
- Develop learning material, coordinate and deliver courses as designed for programs and training
- Deliver e-learning courses through video chats, pre-recorded workshops and other training modules as defined by the program curriculum
- Support the deployment of learning programs including uploading courseware, training assignments and learner notification