



## **E-LEARNING SPECIALIST**

Full Time Contract – 18 Months Temporary

### **ABOUT THE POSITION**

Working within Advocacy and Education, the e-Learning Specialist's purpose is to work with internal and external subject matter experts for the instructional design, development, and delivery of learning solutions across all departments of the Society. The e-Learning specialist will support all dementia education and provide additional expertise in online self-paced learning, and virtual training.

The e-Learning Specialist supports the Society's educational delivery strategy, including development and online delivery of online curriculum on topics including dementia education for the public and health care providers and dementia friendly communities. The position is responsible for identifying e-learning needs, customizing content, and developing various learning techniques to support the delivery of dementia education and training to a diverse audience. The position is also responsible for adapting and updating curriculum for online delivery.

### **ABOUT YOU**

You possess a Master's Degree in Adult Education, Learning Design, Curriculum or Learning Technology or equivalent combination of education and related practical experience in training/instructional design/e-learning or related field.

- Minimum of three to five (3 - 5) years' experience in instructional design with experience in designing, developing, and evaluating e-learning curriculum, learning activities, resources, strategies, plans, and processes using various learning delivery models including online, hybrid and classroom formats
- Demonstrated application of adult learning and e-learning principles
- Demonstrated experience and intermediate to advanced proficiency with learning management systems, virtual classrooms, multimedia applications
- Highly developed communication, organizational, strategic/critical thinking and project management skills
- Understanding of and commitment to the principles of equity, diversity and inclusion
- Certificate in Instructional Design, or e-learning is an asset
- Knowledge of Alzheimer's disease and other dementias is an asset.

### **TECHNICAL COMPETENCIES**

- A high level of initiative and self-motivation.
- Strong writing skills required. Must be proficient and highly efficient in creating content for a variety of audiences.
- Excellent interpersonal and oral communications skills, including a strong ability to establish positive relationships and credibility with all stakeholders.
- Experience with a course development platform such as Articulate 360 Suite or Adobe Captivate
- Experience using Office 365 applications.
- Experience working within a learning management system environment

## RESPONSIBILITIES/ACCOUNTABILITIES

- Identify, design, and develop appropriate learning materials for technology mediated learning including adapting existing content, developing new content, curating available material, navigation layout, assessments, text and visual content etc.
- Identify and select appropriate instructional and media strategies (e.g. online interactive self-paced materials, synchronous and/or asynchronous activities) to fit the learning outcomes
- Collaborate with the Provincial Coordinator, Health Care Provider Education, the Program Coordinator, Education and across the Society to develop and implement an online education strategy for the Society
- Consult staff, members, subject matter experts and other relevant stakeholders to obtain input on the learning interests and needs of the Society's audiences to inform new education content, and revisions to existing education content.
- Maintain an up-to-date knowledge on current practices and emerging trends in instructional design, learning technology, adult education, and blended and online learning.
- Produce training materials to support the delivery of education.
- Support the implementation and use of the learning management system to ensure effective delivery of education, data collection, record keeping, and certification processes
- Maintain and inform an education evaluation strategy to gather stakeholder and participant feedback, assess learning effectiveness, and identify audience needs to ensure curriculum aligns with participants interests and needs and courses are updated as necessary.
- Participate on LMS working group and support implementation of LMS through activities such as piloting new or adapted content,
- Maintains the Society's online course library, including but not limited to: Identifying and implementing novel resources / methods of delivery that may be repurposed for the Society's audiences.
- Provide leadership and act as a resource to those involved in the design, development and delivery of online education (including other staff or consultants).
- Other duties as required

## CORE COMPETENCIES

### *Thinking:*

*Innovation;* Generating novel and creative solutions to problems that will result in improved performance, better outcomes, high productivity, etc.

*Decisive Judgment;* Making good decisions in a timely and confident manner

*Adapting to Change;* Adapting to changing situations and restructuring tasks and priorities as changes occur within the business and organization

### *Working:*

*Planning and Organizing;* Effectively organizing and planning work according to organizational needs by defining objectives and anticipating needs and priorities

*Delivering Results;* Maintaining a high level of commitment to personally getting things done

*Continuous Improvement;* Seeking opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output

*Customer Service;* Recognizing and understanding customers' needs and delivering in a manner that exceeds customers' expectations

*Resilience;* Effectively dealing with work related problems, pressure and stress in a professional and positive manner

*Relating:*

*Teamwork and Collaboration;* Effectively working and collaborating with others toward a common goal

*Influencing and Persuading:* Convincing others to adopt a course of action

*Motivating Others:* Inspiring others to perform well by actively conveying enthusiasm and a passion for doing a good job

*Relationship Management;* Developing and maintaining positive relationships with individuals outside their work group

*Negotiation:* Identifying the needs and motives of both parties involved and working toward mutually beneficial agreements

*Interpersonal Communications;* Communicating clearly and effectively with people inside and outside of the organization

## **ABOUT US**

The Alzheimer Society of B.C. is the leading charity in supporting people who are living with dementia, their caregivers and families. While we're working toward a future without dementia, until that day comes, we are working to ensure that people affected by dementia get the support they need to live the best life possible.

We offer a flexible, hybrid work environment, including opportunities for a nine-day fortnight. We also offer:

- Excellent employee benefits package, including a Health and Wellness spending account.
- Competitive salary range of \$59,800 to \$74,700.
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Professional Development opportunities.
- Generous leave provisions (vacation, personal days, etc.).
- 13 paid statutory holidays a year.

There are approximately 70,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported, and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

*Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

EMAIL (Only PDF or Word documents are accepted)  
your resume and a cover letter that details how your  
experience and qualifications match this opportunity.

Interested candidates are encouraged to apply as  
soon as possible. The position will remain open until  
filled. Thank you.

Thank you for your interest in the work of the  
Society. Please note only applicants who are  
selected for an interview will be contacted directly.

To find out more about the Alzheimer Society of  
B.C., our work, mission and programs, and First  
Link®, visit: [www.alzheimerbc.org](http://www.alzheimerbc.org)

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The Standards Program  
Trustmark is a mark of  
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