



Junior Instructional Designer Independent Contractor or Part-time

Position: Junior Instructional Designer

Areas of Expertise: Instructional Design and Development, Analysis, Research

Reports to: Manager, Learning & Development Projects and Vice President, Client Solutions.

Location: OTEC is located in West Toronto, provides free parking and is accessible by public transit

About OTEC

A leader in Workforce Solutions, OTEC is an independent, not-for-profit Training, Consulting, and Workforce Development organization that designs and delivers innovative, high quality solutions for the development and growth of a professional, skilled workforce.

Originally created to serve the education and skills training needs of Ontario's Tourism and Hospitality Industry, today OTEC is the premier source for sector-based workforce development research, strategy, program design and consulting solutions. As specialists in Tourism, Hospitality and Service Sector training, OTEC is renowned for its customer service and leadership training programs.

OTEC's network of partners includes the top global brands, leading research institutions and sectoral associations, premier destinations, and international thought leaders in workforce innovation and community development.

Responsibilities

- Support Manager, Learning and Development Projects with the development of design plans, outlines and objectives for client proposals;
- Assist in the management of projects;
- Assist in review of relevancy of materials to diverse audiences (i.e., Indigenous, newcomers, youth);
- Assist with the research and development of new training programs ensuring an interactive, media based format;
- Research statistics, images, quotes, video clips to be added into new and existing programs;
- Assist with development of job-aids, facilitator guides, participant guides, storyboards for web-based learning, e-learning, webinars, powerpoints, presentations, and evaluations depending on the client requirements;
- Update and revise current training program content to ensure interactive formatting and current statistical information;
- Assist in the review of materials (i.e., validating, editing, proofreading);



- Facilitate Train-the-Trainer or Trainer Orientation as needed;
- Support LMS administration as needed;
- Assist with the development of conference presentations and the design of powerpoint presentations for senior team members;
- Support the Training Coordinator with the coordination of contract and public workshops as needed;
- Develop evaluations and reports as required;
- Support OTEC office/team members as required: administration, telephone, direct mail, shipping etc;
- Support OTEC team members with reports, presentations, updates and communications;
- Other duties as required.

Competencies & Skills

- Current and relevant knowledge of instructional design process, learning styles, and instructional techniques;
- Strong proficiency in all MS Office Suite Products especially Word, PowerPoint, and Excel;
- Experience creating e-learning programs using rapid authoring tools, especially Articulate Studio/Storyline;
- Working knowledge of Adobe In Design and Illustrator and graphic design experience is an asset;
- Strong verbal and written communication skills;
- Ability to manage multiple projects simultaneously with competing deadlines;
- Demonstrated experience problem solving and making it “right” for the client;
- Self-motivated with the ability to work under minimal supervision;
- Demonstrated experience bringing forward creative and innovative design ideas to meet client needs;
- Excellent interpersonal skills demonstrating tact and diplomacy, while maintaining confidentiality;
- Organized with attention to detail.

Qualifications:

- Post-secondary education and certificate in Adult Education, Instructional Design or an equivalent combination of education and on the job experience
- Working towards CTDP is an asset.
- Minimum of 1 year experience in designing and developing learning initiatives;
- Learning Management System experience, an asset;
- Experience designing for customer service, tourism, hospitality and leadership, an asset.

NOTE: Only those applicants submitting a resume with a cover letter stating hourly pay or salary expectations will be reviewed. Submit your resume to careers@otec.org.