

We're Hiring!

**Posting:
A21952**

Online Learning Specialist
Temporary Full-Time until March 31, 2022
(35 hours per week)

**Immigrant
Services**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

Reporting to the Deputy Executive Director of Employment and Immigrant Services, the Online Learning Specialist role will support our Immigrant Services program to develop and deliver e-learning services to newcomer clients. They will develop online tutorials/manuals for staff and facilitators on e-learning deliverables. The Online Learning Specialist will maintain the learning management system (LMS) as needed to support the e-learning services.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Develop, configure, and upload e-learning content into Moodle/LMS. Upload users and assign roles. Support those who enroll and unenroll users for different courses.
- Recommend best practices in instructional design and course development, such as editing tools and applications.
- When needed, attend webinars/conferences to learn how to apply up-to-date instructional methods and technologies.
- Provide staff training including content development (tools and applications) and course-setting such as task completion and certification.
- Develop online tutorials/manual for staff/facilitators on e-learning deliverables.

QUALIFICATIONS

Education, Training, and Experience:

- Bachelor's Degree in Instructional Design and/or IT and LMS related experience.
- Experience working with newcomers, vulnerable populations and/or volunteers.
- Experience and strong familiarity with e-learning, graphic design, video editing.
- Minimum 2 years experience in a related position.
- Class 5 Driver's License and reliable vehicle an asset.
- Current Level 1 First Aid certificate an asset.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 21-Nov-16

Knowledge Skills and Abilities:

- Excellent Interpersonal Communications skills.
- Excellent verbal and written skills.
- Additional language skills relevant to populations served an asset.
- Understanding of Social Service programming and resources, Multiculturalism and Immigrant/Refugee issues.
- Strong communication, interpersonal/relationship-building intercultural competency, as well as crisis intervention, conflict resolution, critical thinking and problem solving skills/techniques.
- Strong level of computer proficiency; in particular, strong Microsoft Word, MS PowerPoint, MS Excel spreadsheet, database, internet/email, scanning skills.
- Basic Research and Information Sourcing skills.
- Strong desktop publishing skills (MS Publisher, Adobe Captivate, Adobe Creative Suite, Adobe Prima, HTML 5, Java script/coding).
- Up-to-date knowledge of Social Media and Multicultural Media.
- Comfort with website updates (e.g. Wordpress).
- Ability to work in a fast-paced, multicultural and diverse environment.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

Applicants may be requested to provide proof of Covid-19 vaccination.

CLOSING DATE: Resumes will be reviewed starting **November 22, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Diana Delgado, Deputy Executive Director
Options Community Services Society

Email: Diana.Delgado@options.bc.ca

Please include a cover letter indicating the posting number [**#21952**] and detailed resume outlining your qualifications and related experience for the position.

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