

REQUEST FOR SERVICES

BoardShift Program: Instructional Designer

Application Deadline: December 15, 2021

Start Date: January 2022

Term: Remote 4-month Contract

Compensation: \$25,000 to \$30,000

Submission Details: Send submissions to joanna.rodriques@civicaction.ca with "BoardShift: Instructional Designer" in the subject line

CivicAction Overview

CivicAction is a non-profit with nearly 20 years experience tackling the large, intractable issues faced by the Greater Toronto and Hamilton area. As a catalyst for positive change, CivicAction turns collaboration into action to build better, more inclusive cities. As the charitable arm of CivicAction, the CivicAction Leadership Foundation provides high impact leadership programs that open doors, minds, and opportunities for young, emerging, and under-represented leaders in the GTHA. For more on CivicAction please visit: civicaction.ca.

BoardShift Program Overview

As the world collectively grapples with some of the greatest social, health, and economic issues of our time, it is clearer than ever that recovery and growth can only work if the voices of diverse leaders are included and amplified. Now is the time to address systemic barriers faced by Indigenous, Black, and racialized rising leaders, such as the lack of representation in key positions of influence and power, the lack of diverse perspectives in civic engagement conversation, and inequitable access to civic leadership and board opportunities.

One of the ways CivicAction is targeting these issues is through a new program called **BoardShift** that will help address both out-of-date and non-inclusive board recruiting practices, as well as the under-representation of Indigenous, Black, and racialized candidates on nonprofit, charitable, and public boards. Leveraging technology and high impact learning curriculum, BoardShift will help train and match talented candidates with board opportunities and provide access to real-time board opportunities, helping to further diversify leadership tables.

Role Summary – Instructional Designer

CivicAction is seeking a highly skilled and creative Instructional Designer to work with the BoardShift team and subject matter experts in the development of three (3) asynchronous online learning courses. The Instructional Designer will promote, guide, and support the pedagogically sound design of these courses by effectively using learning technologies to optimize learner experience and success.

Under the leadership of the BoardShift Project Manager, the Instructional Designer will be responsible for:

- Designing, developing, and organizing learning assets that meet industry learning standards, methodologies, and practices;
- Supporting the implementation of the learning assets within the BoardShift technology platform;
- Evaluating and recommending appropriate technologies, tools, and course delivery approaches to achieve the learning outcomes established by the BoardShift Program team and enable effective and engaging learning experiences; and,
- Guiding the program and course evaluation to ensure the achievement of specific learner outcomes and academic quality standards.

Key Responsibilities:

- Build and create three (3) visually appealing and engaging online, self-paced board governance courses for rising and risen Black, Indigenous, and racialized leaders.
- Review and provide feedback on the proposed learning objectives and outcomes for the overall program and individual courses and establish plans to develop right-sized course content, activities and assessments that achieve those outcomes.
- Work collaboratively with the BoardShift team, subject matter experts, and external contributors to ensure project plans are met and curriculum is delivered in-line with established requirements.
- Apply tested theories, models, and trends to the practice of instructional design and development that enhances skill development and knowledge retention and ensures sound learning architecture.
- Develop post-training support and reinforcement tools to sustain behavioral change and drive improved performance and outcomes.
- Maintain project documentation and course folders.

Key Skills & Attributes:

- Proven work experience in building learning experiences that employ learning management systems and related software / communications platforms or other comparable learning.
- Experience in developing, creating, and delivering online asynchronous programs and courses.
- Able to establish and effectively manage project management plans and schedules, and provide input to development of guidelines, procedures, and policies.
- Excellent oral and written communication and strong attention to detail.
- Strong critical-thinking and problem-solving skills and the ability to work in a team environment and independently.
- Demonstrated experience working on projects with multiple stakeholders and vendors
- Experience with Microsoft Office (Word, Excel, and PowerPoint), SharePoint or other content management applications.
- Expert-level skills working directly with e-learning authoring tools and e-learning authoring software such as Articulate Storyline is an asset.
- Experience with video production and editing is an asset.
- Experience working with technology development teams is an asset.
- French fluency is an asset, but not required.

Experience:

- Post-secondary degree in learning technologies, instructional design, adult learning principles and curriculum development, or equivalent combination of education and experience is preferred
- Experience in or knowledge of the Equity, Diversity, and Inclusion space, including awareness of macro and micro-ED&I topics such as systems of oppression, social power dynamics, racial consciousness, and ability to dismantle systemic inequities is a strong asset.
- Minimum 2 years of experience designing, developing, implementing, and evaluating technology-mediated courses / programs for adult learners, in a continuing education, professional development and/or learning and development context.

Start Date & Term

- Project to commence in January 2022, for a 4-month period.
- Curriculum delivery due in late April 2022

Compensation:

- \$25,000 – \$30,000

Bid Requirements (up to 3 pages)

- Summary of your background and relevant experience
- List of past projects, preferably of a comparable size and scope to this project
- A description of your approach to addressing and completing this request, including a list of perceived challenges in creating this curriculum and potential high-level solutions.
- High-level timelines for the program design and creation
- Two references from past projects
- Please note that interviews will be held between January 4–6, 2022

Project Contact

Joanna Rodrigues (Joanna.Rodrigues@civicaction.ca)

COMMITMENT TO INCLUSIVE WORKPLACES & RECRUITMENT

CivicAction is committed to equity and inclusion in our workplace and in our recruitment processes. We encourage applicants of all gender identities and sexual orientations, ages, ethnicities, cultures, abilities, and life experiences to apply. Accommodations are available for candidates taking part in all aspects of the selection process.

Not sure you meet the job posting requirements or want to learn more?

Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you're interested in this role but don't see yourself fully reflected in the requirements of this job posting, **we still encourage you to apply or reach out to learn more!** To set up a short call, email Joanna Rodrigues at joanna.rodriques@civicaction.ca.