

## PROJECT COORDINATOR/EDUCATIONAL TECHNOLOGIST

Vancouver, BC

### About Us

The Immigrant Employment Council of BC (IEC-BC) is a provincial not-for-profit organization that provides BC employers with the solutions, tools and resources they need to attract, hire and retain immigrant talent. IEC-BC is funded by the Government of Canada.

### About the Role

The Project Coordinator/Educational Technologist supports the Project Lead with the development of IEC-BC's ASCEND program (Applied Skills Curriculum to Empower Newcomer Development), currently in the pilot phase, as well as other IEC-BC projects and programs. The successful candidate will be experienced in both project coordination (estimated to comprise 60% of tasks), as well as education technology (40%). This is a contract position to March 31, 2021.

**Reports to:** Senior Manager, Workplace Development

### Scope of Responsibilities

#### *Project Coordination*

- Assist with coordinating program activities: advisory group meetings; develop publicity and training materials; program iterations and scaling; collect and review program participant assessment tools; gather inputs for reporting purposes; track program outcomes (metrics)
- Familiar with procurement processes (provide input on requests for proposals, proponent evaluation, deliverables and outcomes)
- Develop project documents, briefs and business cases
- Liaise with stakeholders (service delivery organizations, industry associations, employers, skilled newcomers) as required
- Prepare presentations for IEC-BC's Senior Management, Board of Directors and other key stakeholders as required
- Contribute to meeting and exceeding IEC-BC's program goals
- Participate in cross-functional initiatives and required IEC-BC events

### ***Education Technology***

- Provide support and administration of IEC-BC's Learning Management Systems (LMS) including the competency-based education (CBE) LMS
- Use course authoring software to assist in the design and development of program materials (face-to face-and online) as required
- Provide technical (LMS-related) program support for participants, course facilitators and staff

### ***Employer and Stakeholder Engagement***

- Participate in immigrant-employment related committees/working groups, etc.
- Assist with speaking requests and presentations
- Strong communication skills are essential
- Demonstrate ability to work with a range of diverse stakeholders

### ***Financial Administration***

- Assist with preparing quarterly narrative and financial reports
- Assist with developing and managing budgets and expense tracking

### ***Other Duties and Responsibilities***

- Perform other duties assigned by the Project Lead, Sr. Management or CEO

## **About You**

### ***Education and Experience***

- Undergraduate degree in relevant field; degree/diploma in relevant technical field preferred (Curriculum Development, Educational Technology)
- 2+ years professional experience working with eLearning authoring software (Articulate Storyline/360, Adobe Captivate, etc.)
- 2+ years professional experience working with LMS platforms (Moodle, Adobe Captivate Prime, Blackboard, etc.)
- Experience providing support and administration of competency- and/or outcomes-based educational technologies
- Experience working with a range of stakeholders
- Facilitation and/or public speaking experience
- Experience working in a small team environment an asset
- Experience working in the not-for-profit sector an asset

***Knowledge and Skills***

- Project coordination/management experience
- Experience creating course content for in-person and on-line learning modules
- Experience with competency and/or outcomes-based pedagogy/approaches
- Experience developing assessment and quizzing technologies
- Experience with gamification of content
- Experience with user experience design in education, conducting and evaluating user experience via usability testing is an asset
- Highly proficient with Microsoft applications, including Word, Excel, PowerPoint, and Outlook
- Familiar with contact-management databases (i.e. Sugar CRM) is an asset
- Ability to start and manage a variety of tasks without ongoing direction
- Demonstrated ability to meet timelines and work within budgets
- Strong attention to detail with excellent written and oral communication skills
- Willing to work occasional evening and weekend hours when required
- Awareness of issues faced by immigrants in finding appropriate employment is an asset

***Personal Characteristics***

- *Problem Assessment and Solving:* Assesses challenges to identify causes, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolves the issues.
- *Organizational Skills:* Sets priorities, capable of developing a work schedule to meets deadlines.
- *Curious:* Applies an innovative mindset to your work
- *Adaptability:* Demonstrates willingness to be flexible and nimble in a changing workforce environment.
- *Bias for Action/Results Orientation:* Uses a proactive approach to act and focus on achieving desired outcomes.
- *Teamwork:* Works for the collective benefit of the team.

**How to Apply**

If this sounds like you and you enjoy a fast-paced, challenging work environment, please submit your covering letter and resume by **4:30 pm, Monday, June 24, 2019** to: [chris.anderson@iecbc.ca](mailto:chris.anderson@iecbc.ca)

Please ensure that you quote “Project Coordinator” in the subject line.

*We kindly ask for no phone calls please. Due to the high number of applications we receive, only candidates selected for an interview will be contacted. We thank all applicants for their interest in the Immigrant Employment Council of BC.*