

**Career Opportunity (July, 2025)****Curriculum and Instructional Designer (bilingual)****Full-time permanent (remote)****About JA Canada**

JA Canada is the national office of Junior Achievement in Canada (a member of JA Worldwide). Since 1955, we have partnered with the education system to deliver programs in financial literacy, work readiness, and entrepreneurship. Each year, over 445,000 Canadian youth benefit from JA programs through 14 offices nationwide.

We are modernizing our learning tools with new technologies and flexible delivery models. The JA Campus offers 100+ eLearning and facilitated experiences for grades 3–12. If you're seeking a forward-thinking, impactful organization, JA Canada could be the right fit!

**About the Role**

This role will support development and enhancement of JA's learning resources for youth, including French translation, coordination of program /platform quality control processes, and evaluation of learning content. The successful candidate will report to the Sr. Instructional Designer and work closely with the national program development team, local charter offices, and working groups to ensure high-quality, inclusive, and accessible learning experiences.

A summary of work includes, but is not limited to:

**Curriculum & Resource Development**

- Develop & update JA's learning resources (digital & print) for youth in both French & English.
- Ensure alignment with Canadian curriculum standards & educational priorities.
- Create resources for educators & volunteers, including lesson plans & instructional materials.
- Develop curriculum resources to support learning outcomes in JA programs & alignment to provincial educational curriculum.

**Translation & Language Coordination:**

- Support French translation of learning & promotional resources & materials.

- Ensure linguistic accuracy & cultural relevance for French-speaking audiences.
- Assist with developing French translation guide.
- Support French presentations & communications to network.

### Quality Control & Evaluation

- Coordinate quality control evaluations for program resources & platform (JA Campus) as required.
- Review evaluations & gather feedback to inform continuous improvement.

### Collaboration & Consultation:

- Consult regularly with the national program development team, local charter offices, & working groups.
- Participate in collaborative planning & review sessions to align on content & strategy.

### Experience & Qualifications:

- Minimum three years of experience in education, curriculum development or instructional design.
- Proven experience in French translation & bilingual content development.
- Strong understanding of Canadian educational systems & curriculum standards.
- Experience with quality assurance & evaluation of educational content.
- Excellent communication & collaboration skills.
- Fluency in French & English is required.
- Demonstrated ability to work effectively & efficiently with a team in a remote work environment.
- Proficiency with digital learning platforms & tools including Moodle, Canva, Articulate Rise & Storyline.
- Competency with office 365 suite software.
- Additional eLearning &/or design software competencies would be considered an asset (e.g. Adobe suite, specifically InDesign).

### Application Process

Please submit your resume, a cover letter outlining your relevant experience, and any supporting documents /qualifications to [careers@jacanada.org](mailto:careers@jacanada.org) with “Curriculum and Instructional Designer” as the subject. Direct LinkedIn applications will not be considered.

JA Canada is committed to an inclusive, diverse, equitable and accessible environment where differences are valued and respected. We welcome and encourage applications from

people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation or identity, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Ontario Human Rights Code.

An offer of employment is conditional upon the successful completion of a background verification check, subject to applicable laws and regulations