

Career Opportunity (posted July, 2022)

Program Development Manager - Instructional Design and eLearning, Full-time

At JA Canada (JACAN) we are building our team and looking for a Program Development Manager who is passionate about youth education to lead the design and development of JA's eLearning and facilitated programs.

JACAN is the national office for JA in Canada and a member of JA Worldwide. JACAN has been providing financial literacy, workplace readiness and entrepreneurship programs in partnership with the Canadian education system since 1955. Designed to inspire, prepare and help youth succeed, JA programs are delivered across Canada via a network of 14 offices across Canada to reach over 200,000 youth annually.

In pursuit of greater reach, relevance and impact, JACAN is committed to digital transformation to leverage new technological resources and efficiencies while increasing potential reach via digital program accessibility. The JA Campus, launched in 2020, has more than 20 eLearning and facilitated program experiences for teachers and students in grades 3-12. JACAN is committed to offering best in-class programming and is committed to increasing accessibility and reach across Canada.

As the Program Development Manager, you will report to the Senior Director, Programs and Technology and, as required on a project basis, to the VP, Programs and Charter Services. You will be responsible for managing the end-to-end production of program development projects for youth and JA's volunteers. This includes assessment, drafting program outlines, developing content and activities, and production. Depending on the project, you may work independently or be required to manage a working group that includes other subject-matter experts and consultants. This may include programs staff, educators, and video production teams. Ideally, to ensure success in this role you will have experience designing learning content for youth and a good understanding of grade 3-12 curriculum and educational priorities across Canada.

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

- Review and update existing eLearning and facilitated digital and print program content to increase interactivity, relevance, and ensure an inclusive learning experience
- Support new program development projects including eLearning, facilitated and blended courses for Junior, Middle and High school students
- Build and support working groups to provide input and test program activities and content, this may include educators, external consultants and JA staff across Canada
- Develop teacher and volunteer training courses
- Align learning outcomes with educational curriculum strands and assess outcomes

- Analyze program feedback, assess learning outcomes and develop impact reports

#### Experience and Qualifications

- Minimum three years experience in youth education or relevant course design and development
- Instructional design and education background, or equivalent experience
- Familiarity with best practices for learning content design, development and delivery for facilitated, eLearning and blended learning models
- Demonstrated ability to effectively manage end-to-end learning content development from identifying needs through to development and impact assessment
- Demonstrated ability to build and manage subject matter working groups and teams of contributors as needed
- Ability to understand written English and French
- Competency working in Moodle and WordPress
- Working knowledge of HTML 4 & 5
- Competency with Articulate Storyline and the Adobe Suite (InDesign, Photoshop and Illustrator specifically)
- Knowledge of iSpring Presenter is an asset

If you think this role is a good fit for you we encourage you to submit your resume with a cover letter that highlights alignment to the position qualifications to [careers@jacanada.org](mailto:careers@jacanada.org). A portfolio of past work is considered an asset. The posting will remain open until a suitable candidate is secured.

JA Canada is committed to a diverse, inclusive, equitable and accessible environment where differences are valued and respected in all areas of our business. 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.

We thank all candidates for their interest in advance. Based on anticipated volume of applicants, we will only respond to successful applications. An offer of employment with JA Canada is conditional upon the successful completion of a background verification check, subject to applicable laws and regulations.