

## Job Posting: Training Content Developer/Facilitator Trades Gateway Project

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**Hours/week:** 35    **Rate:** \$28.12/hr    **Start Date:** September 6, 2022    **End date:** February 29, 2024

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### Required skills/experience:

- Degree or post graduate certificate in a relevant field or equivalent combination of training and experience.
  - Formal training in instructional design or equivalent experience with instructional course and material development. Minimum 1 year experience designing, teaching and/or facilitating structured training including design of synchronous and asynchronous learning materials and activities.
  - Demonstrated knowledge of adult learning principles and participatory group facilitation approaches and methodology. Familiarity with e-learning standards and approaches is an asset.
  - Excellent writing and editing skills in English (writing portfolio required) with demonstrated ability to convey complex information effectively in writing, especially for the purposes of learning and development.
  - Knowledge of and formal experience applying information design, language conventions, and communications principles to written work is required. Experience writing online, interactive copy is preferred.
  - Basic understanding of the trades in Ontario and trade certification processes, ability to conduct research to develop high level understanding of same and other employment topics.
  - Demonstrated digital literacy and software skills, able to learn and work in new applications with limited support.
  - Able to work independently to meet targets and goals
  - Awareness of cultural competency, anti-racism and anti-oppression practices
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### Duties and responsibilities:

The Training Content Developer/Facilitator will collaborate with the Trades Gateway team to develop and pilot an online resource and service hub for internationally-trained tradespeople. Specific duties will include:

- Conduct research to develop a deep understanding of trade certification processes in Ontario, in order to effectively convey information and support participants in their trade certification process.
- Plan, design and deliver training-focused webinars, orientation sessions and other remote learning-focused activities to prepare and equip participants to understand and engage in and complete trade certification processes
- Design a comprehensive set of asynchronous instructional materials and resources for program participants to complement learning activities.
- Create and curate additional resources, documents and information products to support orientation to and engagement with trade certification processes in Ontario

- Translate complex information into user-friendly, concise and relevant formats for newcomer tradespeople, ensuring documents are accurate, complete, and align with IWC's style guidelines.
- Support coordination activities associated with preparation and delivery of group sessions and participant study groups, including client-facing registration and direct communication.
- Collaborate in the development of the resource hub, using IWC's Learning Management System (LMS), uploading, organizing and maintaining and updating resources regularly.
- Support participants' training in and orientation to the LMS to promote access to key resources and virtual group activities.
- Respond to inquiries from a range of stakeholders and promote the project at meetings and events as required.
- Liaise with accrediting bodies, professional associations, government departments and other social, employment and community agencies as needed to facilitate clients' access to the project.
- Perform other relevant duties as required.

**How to apply:**

Submit a resume, cover letter and portfolio to the Hiring committee, by email:

[IWCHiring@IWCHamilton.ca](mailto:IWCHiring@IWCHamilton.ca) by Monday July 25, 2022 at 5:00 pm

*IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*