



Junior Instructional Designer

Job Overview

Join our dynamic team at the Association for Canadian Studies and Metropolis Institute, dedicated to addressing various current social and policy challenges through conferencing, networking, researching and knowledge mobilization efforts.

We urgently require a Junior Instructional Designer to assist in developing uMetropolis, our online learning platform for those in the immigration field and beyond. You will work closely with subject matter experts to design courses on a range of subjects and develop course materials and assessment strategies.

We offer:

- Flexible work hours;
- One day per week working from home;
- A casual work environment;
- The opportunity to be part of a collaborative, open and supportive team.

Responsibilities for Junior Instructional Designer

- Meet with external subject matter experts to gather key knowledge for the creation of e-learning modules.
- Develop courses using knowledge from the subject matter experts, including designing and sometimes creating learning resources such as Articulate Storyline 360 interactive modules, PDFs, videos and forums.
- Research additional resources for created courses.
- Occasionally record interviews with subject matter experts.
- Manage and create courses in a Moodle e-learning platform with the Director of Elearning and Web.

Qualifications, experience and proficiencies for Junior Instructional Designer

- At least 1 year of experience in an instructional design or e-learning role.
- A qualification in adult education, educational technology, training and development or a related field.
- Experience with Storyline 360 course authoring.
- Experience with Moodle online learning platforms.
- Experience working directly with subject matter experts (preferred).
- Understanding of instructional design best practices.

- Strong analytical background and problem-solving skills.
- Strong communicator who works well independently and with a team.
- Good time management skills and the ability to juggle multiple projects simultaneously.
- Very good knowledge of written and spoken English.
- Good knowledge of spoken French.

Salary: \$53,000 per annum

Employee Status: Full-time

Company: Association for Canadian Studies and Metropolis Institute

Primary Location: Montreal, Quebec

We invite interested candidates to submit their CV and cover letter, along with access to a portfolio (if applicable) to christopher.surtees@acs-aec.ca. As an equal opportunity employer, we value the diversity of our employees and are committed to creating an inclusive environment for all.