MULTIMEDIA DESIGNER AND TECHNOLOGIST

About Us

The Immigrant Employment Council of BC is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring. We help immigrants build a new life in Canada by creating pathways to employment and community engagement.

If you want to join an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia apply to join the Immigrant Employment Council of BC.

About the Role

The Multimedia Designer and Technologist, is responsible for providing technical expertise to assist professional working groups with developing new and revising current e-learning courses. This position supports projects internally and is responsible for tasks and assignments associated with the development of training services and programs.

Department: Centralized Services

Reports to: Sr. Manager, Centralized Services

Main Responsibilities

E-Learning Design

- Create, maintain, revise, and evaluate e-learning content using various software programs.
- Work with project team to plan, design and develop SCORM compliant e-learning modules.
- Develop storyboards and scripts for e-learning and virtual live training.
- Upload, configure and export e-learning content into the Learning Management System (LMS).
- Integrate emerging instructional methods and technologies into e-learning.
- Build out framework and quality assurance using test drives.

Multimedia Development

- Create multimedia products using a variety of software programs.
- Deliver products on-time with minimal defects.
- Manipulate and edit digital imagery, video and incorporates graphics and effects.
- Manipulate and edit videos, sound effects and audio using various multimedia software.
- Maintain, update and upload content for organizational websites.

Graphic Design

- Create images and animations that identify a concept or convey a message using software programs.
- Develop graphics for classroom-based training, online training, and websites.
- Select colors, images, text style and layouts that are professional and convey a specific message.
- Implement edits recommended by internal and external clients.
- Review designs for errors before printing or publishing.
- Develop graphics for course catalogs and course information sheets.
- Develop graphics for various organizational programs.

Instructional Design

- Develop instructor manuals, user guides, and Microsoft PowerPoint presentations.
- Apply creative designs to the discipline of instructional design with an emphasis on multimedia.
- Develop instructional programs that leverage new technologies and multimedia.
- Apply interactive design and interactive learning principles to instructional solutions geared towards adult learners.
- Select, modify, and integrate existing instructional materials to employ multimedia and emerging technologies.
- Produce virtual-live training programs using various software programs.

Other Duties as Assigned

- Provide technical assistance with LMS and Customer Relationship Management System (CRM).
- Train staff on LMS, CRM and other productivity software as required.
- Perform other related tasks as assigned by the Senior Manager, Centralized Services.

Job Requirements

Education

- Post-Secondary degree or diploma in Curriculum Development, Educational Technology or Multimedia Design or other relevant field of study.

Relevant Experience

- Minimum 3 years of demonstrated experience as an e-learning design.
- Minimum 3 years of progressive work experience in training and development or related function.
- Minimum of 2 years' experience working with e-learning authoring software (e.g. Articulate Storyline/360, Adobe Captivate).
- Minimum of 2 years' experience working with LMS platforms (e.g. Adobe Captivate Prime).
- Minimum of 2 years' experience working with Multimedia Software (e.g. Adobe Creative Cloud).
- Experienced with adult learning principles and practices and their applications to program development and instructional design.
- Demonstrated experience in leading program development, implementation, monitoring and evaluation of training programs, including train-the-trainer models.
- Experience working within employment or training services is an asset.
- Experience in public speaking, delivering presentations, and/or facilitating workshops.
- Demonstrated experience coordinating multiple projects and managing shifting priorities.
- Experience working within a not-for-profit or non-profit environment.

Skills & Abilities

- Advanced use of relevant software and platforms (Adobe Captivate Prime, Shift IQ, etc.).
- Advance use of MS Office Suite including: Word, Excel, and PowerPoint.
- Intermediate skills using Adobe Creative Suite including Photoshop, Illustrator, InDesign, Premier Pro, Acrobat DC, Audition, After Effects and Apple iMovie.
- Intermediate skills using communication software such as MS Teams, Zoom, GoToWebinar, etc.
- Intermediate use of WordPress and HTML.
- Knowledge of CSS would be an asset.
- Advanced use of contact management systems e.g. Sugar CRM.
- Ability to work at a detailed level while maintaining an overall project perspective.

- Strong technical and troubleshooting skills.
- Strong public speaking and presentation abilities.
- Strong interpersonal and communication skills with the ability to build cooperative working relationships both internally and externally.
- Ability to meet deadlines under pressure and deliver projects in a timely manner.
- Ability to work well independently and within a team.
- Ability to adapt to and integrate new technologies.
- Ability to learn proprietary software such as Shift IQ, Simple Survey.

How to Apply

If you are an individual who thrives in a fast-paced, challenging work environment and wants to join a diverse and collaborative team, this could be the position for you.

Submit your portfolio, **cover letter** and **resume** to recruitment@iecbc.ca by Sunday, March 7, 2021. Please quote ' Multimedia Designer and Technologist at IEC-BC' in the subject line.

We kindly ask for no phone calls. Due to the high number of applications received, only candidates who are selected for an interview will be contacted.

Note: applicants must be legally entitled to work in Canada