



Learning Specialist

Full-time, Hybrid

Vancouver, BC

About Us:

The Immigrant Employment Council of BC (IEC-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 to the workplace and communities.

About the Role:

We are seeking a passionate Learning Specialist to join our non-profit organization. As a Learning Specialist, you will play a vital role in developing compelling and effective learning materials for employers, helping them better hire, access, train, and retain immigrant talent. Your expertise in instructional design, content development, and training delivery will contribute to the professional growth and development of employers in creating inclusive and diverse workplaces.

Reports to: Senior Manager

Salary: \$58 - \$60k per annum plus a competitive benefits package

Location: Vancouver, BC

Key Responsibilities:

Learning Content Development

- Collaborate with stakeholders to identify learning needs and objectives of employers in relation to immigrant talent integration.
- Design and develop engaging and impactful learning materials, including online courses, workshops, guides, assessments, and multimedia resources.
- Apply instructional design principles to ensure the content is learner-centered, interactive, and aligned with the specific needs of employers.
- Incorporate best practices and innovative approaches in learning methodologies to enhance learning outcomes.

Training Delivery and Facilitation

- Deliver engaging and informative training sessions to employers, adapting methods and materials to accommodate different learning styles.
- Foster an inclusive and participatory learning environment that encourages active engagement and knowledge exchange.
- Utilize effective facilitation techniques to ensure the transfer of knowledge and skills to employers.

Learning Evaluation and Improvement

- Assess the effectiveness of learning content and training programs through evaluation measures such as assessments, surveys, and feedback collection.
- Collect feedback from employers and participants to evaluate the impact and relevance of the learning materials.
- Continuously improve learning materials based on evaluation results and feedback to enhance their effectiveness and address emerging needs.

Learning Management System (LMS) Administration

- Manage and update learning content in the organization's Learning Management System (LMS) to ensure accessibility and availability of resources for employers.
- Provide technical support and guidance to employers and users of the LMS, addressing any issues or concerns.

Professional Development and Collaboration

- Stay updated on industry trends, best practices, and emerging technologies in instructional design and learning methodologies.
- Collaborate with cross-functional teams to align learning initiatives with the organization's goals and strategies.
- Share knowledge and expertise with colleagues, fostering a culture of continuous learning and innovation.

Qualifications

- Bachelor's degree in Education, Instructional Design, or a related field.
- Proven experience in instructional design and content development.
- Strong expertise in creating engaging and interactive learning materials.
- Proficiency in e-learning authoring tools and multimedia content creation.
- Excellent presentation and facilitation skills.
- Strong analytical and problem-solving abilities.
- Effective communication and collaboration skills.
- Familiarity with learning management systems (LMS) preferred.
- Passion for learning and professional development.

How to Apply

If you are passionate about promoting diversity and inclusion in the workplace and thrive in a fast-paced, challenging work environment, this could be the position for you. To be a part of an innovative and purpose-driven team that is building a prosperous and inclusive future for British Columbia, please submit your resume and cover letter to recruitment@iec.bc.ca and quote "Learning Specialist", in the subject line.

Connecting Employers to Immigrant Talent

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.