

Specialist, Instructional Design

Full-time · Hybrid · \$65,000 – \$68,000

Reports to: Manager, Employer Learning & Development

Location: Vancouver, BC (Hybrid)

About IEC-BC

IEC-BC is a not-for-profit organization that provides employers with the solutions, tools, and resources they need to attract, hire, and retain qualified global talent.

Successful integration of skilled newcomers into the BC labour force is critical to both employers' and the province's long-term economic performance. We work with employers, government, and other partners to ensure that BC employers can effectively integrate the best global talent.

Our Values

At IEC-BC, our values shape how we show up — for our partners, our communities, and each other. We're a small, mission-driven team where your work is visible, your voice matters, and your contributions directly shape outcomes for newcomers and employers across BC.

- **Leadership** — We take ownership of our work and lead with integrity, accountability, and purpose.
- **Collaboration** — We work openly across teams and with partners, recognizing that our best work happens together.
- **Innovation** — We bring curiosity and creative problem-solving to advance solutions that drive systems change.
- **Quality** — We hold a high bar for the work we deliver and the experiences we create.
- **Diversity, Equity, Inclusion & Belonging** — We build an organization where every person is seen, heard, and valued.

The Opportunity

We're looking for a creative, detail-oriented Instructional Design Specialist to join our Employer Learning & Development team. In this role, you'll design and build evidence-based learning resources that help BC employers hire, onboard, and retain immigrant talent — and equip immigrant jobseekers with the skills they need to succeed. Your work will span e-learning courses,

workshops, toolkits, and job-readiness content, grounded in real employer feedback and labourmarket intelligence.

What You'll Do

Design & Develop Learning Content

- Build LMS courses, workshops, toolkits, and multimedia resources that strengthen employer capability in inclusive hiring, onboarding, and retention.
- Develop job-readiness content for immigrant talent that reflects current workplace expectations and labour-market realities.
- Apply instructional design best practices to create learner-centred, accessible, and engaging content for both employer and talent audiences.

Manage & Maintain the LMS

- Keep IEC-BC's LMS content current, accurate, and consistently high quality through disciplined content management and version control.
- Provide technical support to LMS users and ensure learning resources are accessible and wellorganized.

Deliver Training

- Facilitate workshops and training sessions for employer audiences, adapting your approach to different learning styles and contexts.
- Support job-readiness programming for immigrant talent as needed.

Evaluate & Improve

- Use engagement analytics, assessments, and participant feedback to evaluate learning effectiveness and identify improvement opportunities.
- Translate employer insights and evaluation findings into updated curriculum and refreshed content that stays ahead of workforce trends.

Collaborate Across Teams

- Work closely with Workforce Development, Employer Engagement, and Data & Insights teams to ensure learning products reflect broader organizational priorities.
- Provide content expertise to the Communications team to support accurate, aligned employerfacing messaging.
- Support the Manager in co-creating tailored learning content with sector partners to ensure relevance across industries and regions.

What You Bring

- Bachelor's degree in Education, Instructional Design, Learning & Development, or a related field.
- Demonstrated experience in instructional design and e-learning content development.
- Proficiency in e-learning authoring tools (e.g., Articulate Storyline, Rise) and multimedia content creation.
- Experience working with an LMS in an administrative or content management capacity.
- Strong facilitation skills with experience delivering training to professional or employer audiences.
- Analytical mindset with the ability to interpret engagement data and turn findings into action.
- Excellent written and verbal communication skills.
- Experience in workforce development, immigrant employment, or a related field is an asset.

What We Offer

We invest in the people who do this work. In addition to a competitive salary, you can expect:

Health & wellbeing

- Extended health coverage including prescription drugs, paramedical practitioners, vision, hearing aids, and medical equipment
- Dental coverage (basic, supplementary, dentures, and major restorative)
- Employee and Family Assistance Program (EFAP) - confidential short-term counselling, mental health support, and work-life services (financial, legal, eldercare, parenting) available 24/7 for you and your family
- Out-of-province and out-of-country emergency travel coverage

Time, flexibility, and growth

- Paid vacation, plus paid time off between Christmas and New Year
- Hybrid work model that balances in-office collaboration with remote focus time
- A culture that invests in connection — including our annual staff retreat, team learning sessions, and regular opportunities to grow together
- Meaningful work alongside a small, collaborative team where your contributions are seen and matter

Benefits are available after a 3-month probation period.

How to Apply

If you are passionate about workforce transformation and supporting immigrant inclusion, we would love to hear from you. Please submit your resume and cover letter to recruitment@iecbc.ca and quote "Specialist, Instructional Design" in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. IEC-BC is committed to equity and inclusion and welcomes applications from all qualified candidates.