

LMS and Learning Systems Specialist

Full-time · Hybrid · \$68,000 – \$70,000

Reports to: Manager, Learning and 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 skilled LMS (Moodle) and Learning Systems Administrator to support the delivery and continuous improvement of our workforce development programs and digital learning platform. Reporting to the Manager, Learning and Development, you'll lead the backend administration of our LMS — multiple Moodle instances hosted on open-source infrastructure — ensuring a reliable, scalable, and user-friendly learning environment. You'll manage system

performance, support data flows across tools, and collaborate with programming and learning teams to enhance the overall learner experience.

What You'll Do

LMS Administration & Performance

- Lead backend administration of LMS (Moodle), ensuring system stability, performance, and high availability.
- Manage updates, version upgrades, and plugin integrations.
- Monitor and troubleshoot platform issues to ensure a seamless learner experience.

System Integration & Data Flows

- Manage and support data integration between Moodle and external tools (e.g., JotForm).
- Design and maintain workflows for user intake, enrollment, and data routing.
- Ensure data accuracy, consistency, and security across systems.

Backend Development & Database Management

- Develop and maintain custom PHP scripts to enhance platform functionality.
- Manage and optimize MySQL databases using phpMyAdmin.
- Troubleshoot database and system-level issues.

Hosting & Infrastructure Support

- Oversee hosting environments (e.g., Bluehost) using cPanel and WHM.
- Support server configuration, backups, and basic security protocols.
- Coordinate with hosting providers as needed.

Program & User Support

- Collaborate with program and learning teams to support course delivery and user journeys.
- Troubleshoot technical issues related to enrollment, access, and platform functionality.
- Act as a senior escalation point for complex technical issues.
- Provide ongoing admin user training for the workforce development team.

What You Bring

- 4–5 years of experience administering and self-hosting open-source Moodle instances.
- Proficiency in PHP (server-side scripting) and MySQL (database management).
- Experience with other LMS platforms (e.g., Docebo, Absorb, Moodle Workplace, Moodle Cloud).
- Advanced knowledge of SCORM specifications and authoring tools such as Articulate 360 and H5P.
- Experience with database management tools such as phpMyAdmin.

- Experience working with web hosting environments (e.g., cPanel, Git).
- Ability to manage system integrations and data workflows.
- Familiarity with JotForm or similar tools (including conditional logic and workflows) is an asset.
- Experience with WHM, Bluehost, or similar hosting providers is an asset.
- Basic knowledge of frontend frameworks (e.g., Bootstrap, CSS, JavaScript) is an asset.
- Strong problem-solving and troubleshooting skills, with attention to detail and commitment to data accuracy.
- Ability to work cross-functionally with program, learning, and data teams.
- Strong organizational and time-management skills, with the ability to balance technical requirements and user experience.

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 “LMS and Learning Systems Administrator” 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.