



Saskatchewan  
Literacy  
Network

## **We're looking for an Adult Learning Specialist to join our team!**

**Who are we?** We are the Saskatchewan Literacy Network (SLN) – a provincial non-profit charitable organization. We advance literacy in the province through resources, training, and ongoing support for literacy practitioners. We know that literacy is a right, and promoting literacy is a shared social responsibility. We are proud to work alongside partners across Saskatchewan to reduce literacy barriers so as to highlight the strengths of each person, family, and community. Phone us, toll free: 1-888-511-2111; or visit us online: [www.saskliteracy.ca](http://www.saskliteracy.ca)

**Who we're looking for:** We're looking for an **Adult Learning Specialist** to join our team, for a term (with a possibility of extension), to develop and support the redesign of key adult learning resources and training, with a focus on Skills for Success and employment for Saskatchewan peoples. The ideal candidate will have a strong background in adult learning, particularly for adult literacy levels 1 and 2, and knowledge and/or experience in developing modules and materials that honour diversity and support marginalized populations and/or locations within our province.

### **Job Title: Adult Learning Specialist**

**Position Type:** Term Position. Up to 1.0 FTE (Full-time Equivalent) – part-time work will be considered. This position may be on contract for the right candidate.

**Term Length:** 3 months, with the possibility of extension.

**Work Location:** Flexible. You may work either from our Saskatoon office or remotely from any location within the province. The SLN will cover the costs of any trips we require you to make, from within Saskatchewan to the Saskatoon office. Contact us if you are a Saskatchewan resident temporarily located outside of the province.

### **Key Responsibilities:**

- Collaborate closely with adult literacy and learning instructors to identify and assess their unique instructional needs and objectives.
- Design and co-create (with key stakeholders and teammates) comprehensive, learner-centered resources, and training materials tailored specifically to adult learners and adult learning instructors in Saskatchewan.
- Apply adult learning theories and instructional design methodologies to develop engaging and interactive learning experiences, leveraging a variety of media formats and technologies.
- Customize and adapt existing training materials to ensure their relevance and effectiveness for adult learners in Saskatchewan, considering learner backgrounds, strengths and diverse locations of the province.
- Adapt or design, as needed, and facilitate training sessions, workshops, and presentations for adult learning instructors. This may be in-person and/or virtually.
- Design and conduct assessments and evaluations of (re-)developed resources and training to measure their impact and success, implementing data-driven improvements as necessary.

*Advancing Literacy and Learning for Life*

**Address:** #11 – 2155 Airport Drive, Saskatoon, SK S7L 6M5

**Toll Free:** 1-888-511-2111 • **Phone:** (306)651-7288 • **Fax:** (306)651-7287

**Email:** [office@saskliteracy.ca](mailto:office@saskliteracy.ca) • **Connect:** [www.saskliteracy.ca](http://www.saskliteracy.ca)

- Stay informed of industry trends, promising practices, and emerging technologies in adult education and instructional design.
- Collaborate effectively with colleagues and stakeholders to align resource and training materials with SLN's goals and objectives.
- This position may (co-)supervise the work of contracted content writers to support resource development.

**Qualifications:**

- A Bachelor's degree in Education, Adult Learning, Instructional Design, or a related field. A combination of education and experience will be considered.
- Demonstrate expertise in designing and developing adult learning programs, resources, and/or training materials.
- Strong familiarity with adult learning theories, instructional design methodologies, the national Skills for Success framework, and integration of employment goals into adult basic education.
- Proficient in using instructional design tools, eLearning platforms, and multimedia technologies.
- Excellent verbal and written communication skills, including in the use of clear and inclusive language and design.
- Knowledge and respect for Indigenous ways of knowing and experience in integrating these principles into educational materials.
- Organizational and project management skills, including the ability to meet deadlines and manage multiple priorities.
- Adapt to evolving learner needs and organizational requirements with agility.
- Demonstrate the ability to work independently and collaboratively within a team.
- Experience with virtual learning environments and online facilitation is an asset.
- Experience with supervising small project teams is an asset.

**Does this sound like you? Here's how to apply:** Send your resume (with 3 references), cover letter, and a sample of an adult learning resource you developed to [office@saskliteracy.ca](mailto:office@saskliteracy.ca) by **January 16, 2024 at 5:00pm CST (UTC-6)**. Please put "Application for Adult Learning Specialist - [Your Name]" in the subject line. All applications will remain confidential.

**Interviews will be conducted January 18 to 22**, including on the weekend, as needed, either in person (Saskatoon, Regina, or Prince Albert) or through Zoom. Saskatoon in-person interviews January 18; Regina in-person interviews January 19. Prince Albert in-person interviews January 22.

We appreciate the effort and dedication of all applicants – we know it takes a lot of work – and we thank you for your interest. We will only contact shortlisted candidates regarding interviews.

This job description outlines the core responsibilities and requirements of the role and is not exhaustive.

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