



We're looking for an Online 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

Who we're looking for: We're looking for an **Online Learning Specialist** to join our team, for a term, to collaborate on the redesign of resources and training available online for literacy practitioners. The ideal candidate will have a strong background in online education and related platforms. This person will also have knowledge and/or experience in adult learning and instructional design principles as they relate to online learning, with a focus on clear language and inclusive design for increased accessibility.

Job Title: Online 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: 6 months.

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:

- Work closely with the team and stakeholders to collaborate on the redesign of online resources and training materials.
- Apply sound instructional design principles to create engaging and learner-centered online learning experiences.
- Demonstrate proficiency in online learning platforms and tools, ensuring a seamless user experience for literacy practitioners.
- Prioritize clear language and inclusive design to enhance accessibility and ensure that the online resources are usable by a diverse audience.
- Contribute to the development of interactive and multimedia-rich learning materials suitable for online delivery.
- Building on evaluation and feedback collected, conduct any further needs assessments to understand the requirements and objectives of literacy practitioners in an online learning context.
- Collaborate with the team to develop and/or enhance practitioner journey maps through content, utilizing effective communication strategies, including direct mailing and social media.

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

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- Customize existing training materials to align with the needs of online learners and make them adaptable to various literacy practitioner backgrounds.
- If required, facilitate virtual training sessions or workshops for literacy practitioners, promoting active engagement and learning.
- Develop assessment methods and evaluation processes to measure the effectiveness and impact of online resources and training.
- Collaborate effectively with colleagues to ensure alignment with the organization's goals and objectives.
- Maintain clear and organized documentation of online learning resources and processes.

Qualifications:

- Strong background and experience in online education, eLearning, and related platforms.
- Knowledge of adult learning theories and principles of instructional design as they apply to online learning.
- Ability to communicate ideas clearly and concisely using plain language, enhancing accessibility and comprehension.
- Understanding of inclusive design principles to ensure accessibility for diverse audiences.
- Familiarity with various online learning platforms, tools, and technologies.
- Proficiency in incorporating multimedia elements into online learning materials.
- Strong organizational and project management skills, including the ability to meet deadlines and manage multiple tasks.
- Ability to work effectively within a team and contribute to collaborative efforts.
- Excellent written and verbal communication skills.
- Ability to adapt to evolving learner needs and changing organizational requirements.
- Experience creating and using social media content 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 online learning resource you developed or supported to office@saskliteracy.ca by **January 17, 2024 at 5:00pm CST (UTC-6)**. Please put "Application for Online Learning Specialist - [Your Name]" in the subject line. All applications will remain confidential.

Interviews will be conducted January 19 to 23, including on the weekend, as needed, either in person (Saskatoon, Regina, or Prince Albert) or through Zoom. Regina in-person interviews January 19. Prince Albert in-person interviews January 22. Saskatoon in-person interviews January 23.

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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