

Instructional Designer/Training Coordinator

Overview

The Canadian Association for Laboratory Accreditation is currently seeking an Instructional Designer to work in our training department developing both classroom and online training. This position will also include some training coordinator activities. This is a one-year term position with the possibility of renewal.

Duties

- Work with subject matter experts to design, develop, implement, and evaluate learning initiatives including instructor-led, elearning and webinar based training
- Collaborate with stakeholders to identify training requirements and develop new material based on needs assessment outcomes.
- Responsible for supporting the training function.
- Manage the registration or course participants and communication with participants.
- Manage training logistics, including booking training space and marketing training events.
- Track training financials

Qualifications

- 1-2 years of instructional design experience creating technical training. New graduates with instructional design qualifications will also be considered.
- Strong attention to detail and organization
- Ability to manage multiple projects and priorities in a professional and timely manner
- Consistency with processes and daily tasks
- Self-starter and proactive approach to resolving problems and issues
- Excellent verbal and written communication skills
- Ability to effectively present information in a clear manner, demonstrate procedures and respond to questions
- Expertise in Word, PowerPoint and Excel applications to analyze, manipulate and present/illustrate information and data.
- Experience in rapid elearning development using Articulate (asset)
- Demonstrated ability managing vendor relationships
- Excellent organizational and project management skills

- CTP or CTDP designation an asset
- University or college degree preferred
- Experience in a testing laboratory an asset

How to apply

Send a cover letter outlining your qualifications and résumé by February 8, 2012 to jobposting@cala.ca or to:

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