The Ontario Good Roads Association is seeking a qualified and experienced individual for the position of Instructional Designer. Reporting to the Manager of Professional Development & Training, you are a team player who enjoys working with a dynamic and committed staff. You are self motivated, highly creative, possess excellent writing skills, and have volunteer management experience. The preferred candidate will be able to guide the organization through the selection and implementation of a Learning Management System and the development of E-Learning.

This is a key position within the organization and you will be responsible for:

- Coordinates the activities of course directors, curriculum development committees and individual course instructors to develop and revise content of courses.
- Coordinates the recruitment, selection, placement, orientation, training, recognition, supervision, and evaluation of education program volunteers and paid instructors.
- Develops curricula including documentation of intended learning outcomes, teaching and learning resources, teaching and learning strategies, and formative and summative student evaluation strategies.
- Develops instructor manuals including comprehensive lesson plans.
- Develops and/or revises student materials to correspond to course curricula.
- Supports course administration and logistics.

A more thorough job description is available upon request.

Qualifications

- Formal academic training in adult education or related discipline. CTDP professional certification preferred.
- Significant demonstrated experience in designing and delivering technical training programs, including E-Learning.
- Excellent organizational, analytical research, program development, program management, problem-solving, interpersonal, and writing/communication skills.
- Thorough working knowledge of adult education principles and educational program design/delivery practices.
- Computer literacy in a Windows environment
- Experience coordinating volunteers
- Class ‘G’ driver’s license, in good standing; and a reliable vehicle to use on Association business.
- Availability to work flexible/extended hours
- Experience in the not-for-profit sector an asset
This is a full time position. Salary range - $75,805 - $89,182 plus benefits.

The Ontario Good Roads Association is a province-wide not-for-profit association representing the transportation, public works and infrastructure interests of municipalities in Ontario through advocacy, consultation, education and the delivery of services.

OGRA thanks all applicants, but will contact only those selected for interviews.

Please mail, or e-mail a covering letter and resume by March 26th to:

Janelle Warren, Manager, Professional Development & Training
Ontario Good Roads Association
1525 Cornwall Road, Unit 22
Oakville, ON L6J 0B2

E-mail: janelle@ogra.org