

Instructional Design Specialist Job Posting

About this Opportunity

Actua has an immediate opening for an Instructional Design Specialist in Ottawa, Ontario.

Actua is a national charity that delivers life-changing experiences to youth in science, technology, engineering, and mathematics (STEM). We achieve this through our network of member organizations located at universities and colleges across Canada and through our own Outreach Team that delivers STEM programming in areas not yet served by our network members.

We are looking for a highly motivated and creative STEM enthusiast who will join our Outreach Team to develop and deliver locally and culturally relevant science, technology, engineering, and math (STEM) programs. These include school workshops, summer camps, public events, and other initiatives as they arise. The majority of our Outreach Team programs are developed for audiences in northern remote areas of the country, including the Arctic, and primarily in Indigenous communities.

This position will report to the Senior Manager of Outreach.

What you will do

Content Development

- Development of the outreach curriculum taking direction from national staff, ensuring that Actua's standards of quality and pedagogical integrity are maintained at all times and that curriculum meets the unique circumstances of the outreach programming;
- Collaborate with communities, subject matter experts, and external partners to develop relevant STEM content for outreach programs;
- Assist other Actua teams such as the Education, InSTEM or Network Member Services teams with content development and program delivery as needs arise;
- Ensure safe and efficient storage of equipment and materials including maintaining an inventory system as well as managing organization and storage;
- Pilot new content and assist with troubleshooting and support while programs are being delivered;

Program Delivery

- Facilitate training sessions on content for instructors, educators, network members, or other audiences as needed;
- Deliver outreach programming locally in Ottawa and elsewhere in Canada, including traveling to rural and remote communities for extended periods of time;
- Facilitate learning experiences for youth in virtual environments;
- Participate in recruitment events, local festivals and/or conferences as they arise
- Contribute to the future of the program by participating in evaluation, providing feedback, and sharing success stories.

About You

- You have laser-focused attention to detail and you take pride in the quality of your work;
- You're a self motivated learner that loves to explore and can quickly pick up new concepts;
- You are flexible and are able to pivot from one area of work to another with excitement;
- You are adaptable and can adjust your work based on feedback and changing requirements;
- You possess excellent interpersonal skills and are an effective communicator both written and orally;
- You are an exceptionally organized person who gets excited about having your files up to date-and accurate;
- You are a great team player. You are excited about the opportunity to work with other members of Actua and external partners.

Qualifications

The ideal candidate is committed to supporting youth participation in STEM through life-changing experiences. Additional desired skills and experiences:

- Undergraduate degree (in related field: education, STEM, Indigenous studies);
- 1-2 years experience developing and writing lesson plans and activities for youth;
- Knowledge of Actua's outreach programming and/or background in education or youth outreach;
- Demonstrated experience tracking projects and documenting procedures;
- Understanding of unique logistical travel challenges within rural/remote and Northern communities is an asset;
- Experience collaborating with First Nations, Métis, and Inuit partners and communities is an asset;
- Bilingualism (French and English or Inuktitut and English) is an asset;
- Teaching certificate in a province or territory is an asset.



Why work with us

In this role, you will have the opportunity to make a national impact by joining an organization that is committed to breaking barriers to STEM. Actua's National Indigenous Youth in STEM (InSTEM) Program, National Girls Program and other programs are designed to engage underrepresented and underserved youth populations across Canada. Each year, Actua and its growing network of 43 college and university-based members engage over 375,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM. We anticipate continued growth over the coming years, which will provide tremendous opportunity for you to grow with us.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and access to group health & medical benefits, and RRSP matching. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. If you have work samples, such as a professional portfolio and/or links to campaigns you have developed, please include them with your application.

The cover letter can be addressed to:

Mikayla Ellis, Senior Manager of Outreach
Actua
111 Murray Street
Ottawa, ON K1N 5M5

The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you have a disability and require accessibility supports or an accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.

