



Learning Designer

Job type: Casual Part-Time

Pay Range: \$36.58 - \$43.00 hourly + 4% pay in lieu of vacation

BCB Learning Inc. is looking for an experienced Learning Designer to play a key role in shaping learning experiences across various modes for our diverse clients. In this casual, part-time role you'll use your deep experience with the learning design process to create effective learning experiences while collaborating with a team of Learning Designers & Technologists, Graphic Designers, and communications professionals. You'll work directly with clients, providing expert direction and feedback on online and in-person learning experiences. This position reports to owner and Senior Learning Designer Beth Cougler Blom.

Ideally, candidates will be in the Pacific time zone but those from other locations within Canada are invited to apply. (We are currently not considering international candidates.)

BCB Learning Inc. is a small business based in Greater Victoria, British Columbia, Canada, dedicated to providing clients across all sectors services related to learning design and facilitation. BCB Learning has four core service areas: learning design, training, group process facilitation, and consulting. For more information, visit <https://bcblearning.com>.

In this role you'll:

- Lead or collaborate on the learning design process to create effective and engaging learning experiences (outcomes-based, active and participatory, UDL-aligned, etc.) in all modes.
- Design and/or review and provide feedback on lesson plans for in-person and virtual learning experiences.
- Design and/or review and provide feedback on storyboards/content for e-learning and asynchronous online facilitated courses.
- Design and develop learning activities, assessments, and evaluations that align with learning outcomes for learning experiences in all modes.
- Use technological tools and platforms, such as Articulate Storyline, Articulate Rise, Moodle, Brightspace, and Thinkific to support online learning design.
- Create/collaborate on the creation of supporting materials such as slide decks, Word documents, and PDFs.

- Provide guidance to and collaborate with junior and senior learning designers, communications coordinators, writers, learning technologists, and graphic designers on relevant projects.
- Collaborate with client-based subject matter experts (SMEs) to inform the learning design and development process.
- Provide learning design-related guidance and advice to clients according to the needs of the project.
- Use technological tools and platforms, such as Google Drive, Slack, Trello, and QuickBooks Online, to track client-based time and collaborate with others.

Qualifications and Skills

- Master's degree in an education-focused subject and at least five years' experience in learning/instructional design roles.
- Experience designing both asynchronous and synchronous online learning as well as in-person learning.
- Deep commitment to and demonstrated experience designing participatory, active, experiential learning in any mode.
- Commitment to equity, diversity, and inclusion as it relates to life itself, and specifically to the work of learning design and facilitation.
- Facilitation/training/teaching experience is a definite asset.
- Strong interpersonal and collaboration skills, and the ability to build positive working relationships with BCB team members and clients.
- Highly organized and committed to producing accurate, excellent work. Able to engage with and enhance process-based templates related to learning design and facilitation.
- Able to employ both creative big picture and detail-oriented thinking.
- Highly proficient using Google Drive, including Google Docs, Slides, and Sheets, as well as Microsoft Word, Excel, and PowerPoint.
- Familiarity with Articulate Storyline and Articulate Rise, as well as LMS platforms such as Moodle, Brightspace, and Thinkific, is an asset.
- Familiarity with Slack and Trello is an asset.

Schedule:

- This is a casual part time position with hours that can range up to 21 hours/week, depending on the number of projects assigned at any given time. Project assignment will be done in collaboration with the supervisor.
- Hours are flexible within the business hours of 9am to 5pm Monday to Friday. (If a successful candidate is not in the Pacific time zone, there can be some flexibility around this.)

Working with BCB Learning you'll:

- Be part of a **learning organization**. To create great learning experiences for others, we continually prioritize our own learning. We learn from others and we learn from each other.
- Be part of a team and company that highly values **inclusion, curiosity, and excellence** in our work.
- **Work at home** as part of a small and fantastic virtual team which enjoys a high level of respect and trust with each other.
- Use a diverse array of **digital tools**, contributing to and staying abreast of updates in educational technology.
- Engage in a **wide variety** of learning design contracts, supporting the learning programs of our individual and organizational clients across all sectors.
- Enjoy a **flexible work environment** within the structure of maintaining mostly weekday, daytime hours.

As people who have sway in growing teams, we know that checking our biases (and helping our clients check theirs) is our responsibility. We come from a range of backgrounds and diverse lived experiences – this makes us better at what we do. We strongly encourage applications from people from marginalized communities, including BIPOC, LGBTQ2s+, and people with disabilities. We also understand that experience can be gained in many ways, and that skills are transferable. If you've had a non-traditional career path, or if there's anything you want to clarify about your resume, please let us know.

To apply:

Please submit a one-page cover letter, and up to three-page c.v. or resume (including a selected list of past courses you have designed) to Beth Cougler Blom at opportunities@bcblearning.com by 5pm on January 19, 2024, using **Your Name + Learning Designer** as the subject line. We will keep the posting open until filled and will extend the deadline as needed. Inquiries can be made to the same email address.