

Position Title:	Blended Learning Developer
Service:	Knowledge Exchange
Reports to:	Manager, Online Education Development
Position(s) Supervised:	None
Status:	Full-time; 12-month contract
Location:	Toronto, Ontario
Posting Date:	June 11 2018

**A. About CATIE:**

CATIE is Canada's source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care and treatment and support. CATIE strengthens the national response to HIV and hepatitis C by fostering collaboration and capacity among people living with HIV and/or hepatitis C and other affected populations, frontline service providers and researchers to reduce transmission and improve health and well-being.

**B. Primary Role:**

The Blended Learning Developer assists in the development and updating of CATIE's blended learning courses on HIV and hepatitis C. Working with the Blended Learning Specialist, the Blended Learning Developer will be responsible for the post-production development of eLearning units, including syncing narration files, handling copyediting and quality assurance testing, and formatting of French eLearning units. This position also assists with the development of visual and digital course assets to be used in eLearning units, and implements the annual update of CATIE's catalogue of blended learning courses. The Blended Learning Developer may provide occasional support to the IT and Communications & Social Marketing departments as required.

This full-time contract position is supervised by the Manager, Online Education Development, and is based in the CATIE office in Toronto.

**C. Key Responsibilities:****Job Responsibility #1: Post-production development of new eduCATIE courses in English and French (60%)**

- Syncs audio narration and conducts minor audio editing
- Prepares course for copyediting
- Prepares course for quality assurance (QA) testing by ensuring all assets of the course are functional

- Makes corrections and changes based on copyedit and QA feedback
- Troubleshoots functionality or navigational issues as needed
- Coordinates translation and narration of eLearning units
- Re-formats and/or re-designs assets and graphics if needed for French courses

**Job Responsibility #2: Develops digital and visual course assets (20%)**

- Develops graphics and sources images as needed
- Assists with the development of video and/or animation
- Assists with the development of eLearning games and other interactive components
- Supports IT and Communications teams on occasion

**Job Responsibility #3: Updates existing catalogue of eduCATIE courses in English and French (20%)**

- Updates course copy and/or reworks design to reflect reviewer feedback
- Coordinates the translation and narration of new copy
- Syncs new narration or other audio as needed
- Prepares changes for QA testing
- Makes corrections and changes based on QA feedback

**D. Knowledge and Skills Required:**

1. Bachelor's degree and/or certificate in Graphic Design, Instructional Design and Technology, Learning Design and Development (or related field) and 2+ years experience as an eLearning developer
2. Advanced knowledge Articulate Storyline (must provide samples and/or portfolio of work)
3. Strong knowledge of Adobe Photoshop, Illustrator, Audition, Camtasia, After Effects and Premiere Pro (or other video editing software)
4. Working knowledge of HTML5; familiarity with LMS administration and SCORM development
5. Advanced video and/or sound editing skills
6. Sound understanding of instructional design theory and adult learning principles, mobile learning and course development best practices
7. Strong attention to detail
8. Strong problem solving and critical thinking abilities
9. A strong eye for visual composition
10. Ability to multi-task and adapt quickly to changing priorities
11. Proficiency in Microsoft Office applications

**12.** Excellent English language oral and written communication skills

**13.** Basic understanding of French preferred

*“CATIE is committed to employment equity and encourages applications from people that identify as racialized, people with culturally diverse backgrounds, people of all gender identities and sexual orientations, and people with disabilities. CATIE recognizes the need for experience, knowledge, and guidance from communities disproportionately impacted by HIV and hepatitis C, including those with lived experience or living with HIV or hepatitis C. Additionally, accommodations are available on request for candidates taking part in all aspects of the interviewing process.”*

Interested applicants should visit our website at [www.catie.ca](http://www.catie.ca).

E-mail applications preferred. No phone calls, please.

**All candidates are required to include examples of their work. Please include a link to your online portfolio or a pdf as part of your initial application.**

We thank you for your interest, however, only those applicants to be interviewed will be contacted.

**Deadline for applications:** Friday June 29, 2018.

**Submit applications to:** [jobs@catie.ca](mailto:jobs@catie.ca)

**NOTE:** To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: CATIE 2326.