



**University  
of Victoria**

<b>Job Title</b>	Curriculum & Instructional Designer, ESYD Program
<b>Position Type</b>	Full-time
<b>Location</b>	Victoria (Hybrid)
<b>Hours</b>	35 hours per week
<b>Start Date</b>	May 2024
<b>End Date</b>	Mar 31, 2025
<b>Salary</b>	\$65,000-75,000
<b>Reports to</b>	Project Manager, ESYD Program
<b>Closing Date</b>	April 23, 2024, 11:59 pm. *Applications will be reviewed on a rolling basis so please apply early.
<b>Application Instructions:</b>	See How to Apply section below: Please note: Applications that don't include a resume, cover letter or portfolio will not be considered for an interview.

## Who are we?

Welcome to CanAssist, where innovation meets impact!

Since 2008, we have been transforming the lives of individuals with cognitive and physical barriers. Our technologies and programs are recognized for their positive impact on thousands facing challenging conditions. At CanAssist, our diverse multidisciplinary expertise includes product design, development, policy, applied research, supported employment, and partnership development. Beyond our expertise, we are a passionate community committed to creating a world where everyone can thrive and contribute.

## What Sets Us Apart?

**Innovative Solutions:** CanAssist, a university-based organization, pioneers technologies, programs, and services to enhance the quality of life for individuals with a broad range of physical and cognitive challenges across the age spectrum. Our programs and services address unmet needs, promoting independence, inclusion, and well-being.

**Collaborative Spirit:** We are a respected team that collaborates with UVic researchers, students, and external partners, fostering a diverse and inclusive work environment.

## Our Vision

At CanAssist, we envision a society where everyone has equal opportunities to participate, contribute, and achieve their full potential.

Learn more about what drives us: [www.canassist.ca](http://www.canassist.ca).

## Join Our Team as a Curriculum & Instructional Designer!

Ready to shape the future of employment for youth with disabilities in British Columbia? CanAssist is on the lookout for an exceptional Curriculum and Instructional Designer to help revolutionize the way we support young individuals in their career journey.

If you're passionate about content creation and curriculum design, this is your chance to shine. We need someone who can bring digital materials to life, making them both engaging and accessible. Your ability to analyze feedback and data will be crucial in developing and improving our resources. Plus, your understanding of diverse learning needs and innovative teaching methods like gamification will set you apart. Join us and unleash your creativity to make a meaningful impact on the lives of young individuals with disabilities.

## **Your Responsibilities**

### **Curriculum Development:**

Applying principles of user-centered design, collaborating with the team to support the creation, editing, and design of accessible, engaging interactive curriculum materials for the Employment Support Model for Youth with Disabilities, ensuring alignment with project objectives.

### **Content Uploading & Setup:**

Bring our self-service tool for youth with disabilities to life by uploading and organizing videos, PDFs, graphics, and interactive content, maintaining CanAssist's standards for quality and organization.

### **Team and Working Group Collaboration:**

Collaborate closely with colleagues and external working groups to incorporate feedback, ensuring the curriculum content addresses the diverse needs of youth with disabilities.

### **User Testing and Iteration:**

Support the execution of user-testing for the curriculum, analyze feedback, and collaborate with the project team to refine and finalize materials.

### **Content Development:**

Write and edit project deliverables, including the self-service tool for youth with disabilities and other tools/resources identified during project progression.

**General Project Support:**

Contribute to consolidating feedback on project materials, participate in presentations, and undertake additional duties as assigned by the Project Lead.

**Required Qualifications and Experience**

- Education in instructional design or relevant field
- 2+ years of work experience as a Content/Curriculum Developer, Instructional Designer, or similar role
- Hands-on experience with Learning Management Software (LMS) or strong technical aptitude and the ability to quickly learn and adapt to new tools and software
- Proven ability to write clear instructional copy and implement storytelling and gamification
- Excellent communication skills, capable of working effectively with stakeholders and team members
- Self-motivated and proactive, with the ability to work independently and as part of a team
- Knowledge of layout and design principles

**Preferred Qualifications**

- Experience using Brightspace and H5P
- Prior experience working on complex projects with multiple deliverables,
- Knowledge of/experience working with youth who have disabilities.
- Experience in writing for different mediums: scripting, curriculum, presentations, strategy documents

**Required Soft Skills:**

Respectful Relationships, Teamwork and Cooperation, Flexible/Adaptable, Creativity and Innovation, Engagement, Communicator, Results-Oriented, Strategic Thinking, Task Management, Facilitation.

## **Perks**

As part of our team, you'll not only find fulfilling work but also enjoy a range of perks designed to enhance your overall well-being. Our commitment to your success goes beyond the workplace. We offer the following perks:

- Hybrid work environment (currently minimum of 2 days in office)
- Casual work environment
- Paid vacation, in addition to time off coinciding with the UVic winter break
- Extended benefits after three months
- Ongoing coaching from direct supervisor

At CanAssist, we prioritize work-life balance and create a positive atmosphere where your contributions are valued and rewarded. Join us, and let's build a future together where both professional and personal growth are at the forefront of your CanAssist experience.

## **Diversity, Equity, and Inclusion**

At CanAssist, we are committed to fostering a barrier-free workplace, ensuring fair, equitable, and respectful treatment through the provision of necessary accommodations. This commitment aligns with the BC Human Rights Code to provide reasonable adjustments to participate in job application, interview process and to perform essential job functions once onboarded barring undue hardship for CanAssist.

Embracing the principles of equity, diversity, and inclusion, CanAssist operates as an entity of UVic, adhering to the University's Equity and Diversity Statement. Our unwavering commitment to these values drives us to actively seek team members who collaborate respectfully, embracing differences across various power levels. We encourage applications from individuals facing barriers to equity, reflecting our dedication to creating an inclusive environment. Explore UVic's comprehensive equity statement at [UVic Equity Statement](#).

## How to Apply

We value every applicant and embrace growth and teamwork. We appreciate potential and consider a mix of education and experience. If you believe you have the skills needed, even if you don't meet every qualification, share your perspective in your application. Let's connect to find a place for you, whether it's now or in the future.

Interested candidates should provide a **cover letter, and resume and link to writing portfolio or .pdf of writing samples**, all in **ONE PDF document** with the following naming convention: "LastName\_FirstName\_Position.pdf" to **canassistadmin@uvic.ca** by April 23, 2024. Please put [name of position] in the SUBJECT line.

### **Portfolio Requirement:**

Your portfolio must explicitly state your role in creating each piece of content. Sample content can include but is not limited to curriculum modules, instructional materials (worksheets, presentations), digital content (interactive multimedia content, eLearning modules) content incorporating accessibility principles, and strategy documents.

Portfolios lacking role descriptions will not be reviewed for consideration.

Once we receive your application, our team will carefully review it. If selected, you'll be invited to participate in a series of interviews.

We are excited to get to know you and, in the meantime, get to know us:

[About Us](https://www.canassist.ca/EN/main/about-us.html) [<https://www.canassist.ca/EN/main/about-us.html>]

[Facebook](https://www.facebook.com/CanAssist/) [<https://www.facebook.com/CanAssist/>]

[Instagram](https://www.instagram.com/canassistuvic/) [<https://www.instagram.com/canassistuvic/>]

We thank you for your interest, but we will only contact candidates selected for interviews.

If you have any questions or require accommodation during the application process, please contact [canassistadmin@uvic.ca](mailto:canassistadmin@uvic.ca).