

Job Title: Learning Management System (LMS) Content Developer

Company: ECRC~SIMEC

Industry: Marine Oil Spill Response

Location: Ottawa, ON (preferred) with potential for remote work (occasional travel)

Job Type: Term Position (12 months)

Start Date: January 2024

About the Company:

Eastern Canada Response Corporation (ECRC) is a marine spill response organization (RO) certified by Transport Canada. Our focus is on preparing for and responding to marine oil spills. We are committed to ensuring the highest standards of training and development for our staff to effectively respond to oil spill incidents in the marine environment.

Job Description:

ECRC is seeking a Learning Management System's (LMS) Content Developer to assist with the initial setup of ECRC's Learning Management System and to develop training materials. The LMS Content Developer will play a key role in populating our LMS with existing training content, collaborating with subject matter experts to develop technical training, and overseeing the design and adaptation of technical courses for online delivery and staff education.

Essential Duties:

- Ensuring a consistent format in the training content.
- Uploading training content into the LMS and verify student accessibility to the materials.
- Collaborate with subject matter experts to further develop technical training for inclusion in the LMS
- Assist the LMS Administrator to resolve issues related to the LMS.
- Work multiple assigned projects to their completion with minimal supervision.
- Oversee the course design process, ensuring alignment with instructional design principles and best practices.
- Adapt technical courses for online delivery, incorporating interactive elements and multimedia content.
- Maintain and update the LMS content as needed to reflect changes in regulations, industry practices, and organizational requirements

Qualifications Required (Knowledge, Skills and Abilities):

- Strong computer skills with proficiency in Microsoft Office suite, Articulate Rise, and Adobe Captivate.
- Experience in creating SCORM files that are compatible with LMS platforms
- Ability to use and facilitate online communications including video conferencing, webinars, and other technology-based communication media.
- Exceptional interpersonal and decision-making skills required.
- Ability to work independently with a multitude of tasks.
- Detail-oriented with good organizational skills.

Qualifications (Education, Experience, Technical):

- 2+ years' experience using Learning Management System.
- Degree in learning and/or training principles or similar education or experience.
- E-content development portfolio showcasing examples of previous work.

Qualifications Preferred:

- Bilingualism (English and French)
- Marine related experience
- Familiarity with BIS Trainer Software

How to Apply:

If you are a talented LMS Content Developer with a passion for training and development, we would love to hear from you. Please submit your resume, portfolio, and a cover letter detailing your relevant experience to rstarkes@ecrc-simec.ca.

Note: Only selected candidates will be contacted for an interview.