

JOB POSTING: EDUCATION SPECIALIST – INSTRUCTIONAL DESIGNER

Position: Education Specialist – Instructional Designer

Location: Vancouver, Canada

Application Deadline: 18th January 2019

The Organization

The Justice Education Society of BC (JES) is a non-profit organization with over 25 years of experience providing public legal education and justice system capacity building in Canada and overseas. In Canada, the Society helps more than 700,000 British Columbians learn about our justice system and address their legal issues. Internationally, JES has programs in Guatemala, El Salvador, Honduras, Panama and Guyana which work with national institutions to strengthen justice systems, access to justice and citizen security. JES has offices in Guatemala, Honduras and Guyana and has diverse sources of funding including private donors and provincial, federal and overseas governments. More information on JES is available at www.JusticeEducation.ca.

The Position

JES has an immediate opening for a Specialist to serve as a technical advisor to JES in its overseas development projects. The position will be based in Vancouver, B.C., but may require travel from time to time to Central America or other regions where JES may work in future. The Education Specialist-Instructional Designer will report to the JES International Program Director in Vancouver.

Role

JES delivers training to a wide range of justice system personnel and civil society actors in its countries of operation. JES's main training methodology is "Problem Based Learning" (PBL). PBL involves having adult learners approach a problem through a case study and propose solutions based on their own knowledge and experiences. The results are then used as the platform for expert intervention and knowledge development. In future, we anticipate that distance and online learning will be increasingly important in JES programs.

Supported by a Curriculum Development Specialist, the Education Specialist-Instructional Designer will be responsible for ensuring that JES's training methodologies continue to develop in line with best practices for adult learning, and supporting JES subject matter experts to use these methodologies effectively.

Key Areas of Responsibility

- Prepare orientation and training materials for JES subject matter experts and project personnel to incorporate and standardize methods and best practices in adult learning.
- Assist in the preparation of new project proposals to ensure that best practices are incorporated and adequately budgeted.

- Develop tailored guidance documents for projects as required.
- Work with JES subject matter experts to develop curricula and training programs incorporating best practices and coach/mentor trainers where necessary.
- Support transmission and development of excellent training skills to local personnel who are chosen to participate in JES “train the trainer” programs under JES projects.
- Coordinate strategic research and analysis on adult education, technology in education and distance learning developments relevant to JES work.
- Ensure that training programs include adequate pre and post training evaluation (including topic specific needs assessments for training programs).
- Support program monitoring, evaluation, learning and reporting where appropriate.

The Person

The ideal candidate will be resourceful and have the ability to work independently as well as within a team. The role is ideally suited to an individual who thrives in a dynamic and complex environment with a variety of tasks where accuracy, professionalism and flexibility are imperative. The ability to multi-task, while being extremely organized is essential.

Knowledge, Skills & Experience

- Minimum BA or higher degree in a relevant discipline.
- Advanced current knowledge and experience in the field of adult pedagogy. Experience with adult learning in a legal context will be a strong asset.
- Demonstrated intercultural competence. Experience in Central America a strong asset.
- Proven ability to manage relationships with colleagues, international experts, stakeholders and partners.
- Knowledge of and experience with distance learning methodologies for professionals a strong asset.
- Excellent spoken and written English. Fluency in Spanish a strong asset.

How to Apply

To apply for this position, please send your cover letter and resume to jobs@justiceeducation.ca by 5:00 PM Pacific Standard Time 18 January 2019.

We thank all candidates who apply; only those selected for an interview will be contacted.