



Impact Organizations of Nova Scotia

Improving Lives by Empowering Community

WORKING WITH
OUR TEAM!

Learning Content Developer

Commitment to Team Diversity

Impact Organizations of Nova Scotia (IONS) is committed to building a staff team that reflects and demonstrates valuing the diversity of the province. We strive to ensure a culture that supports a variety of perspectives and life experiences. We are committed to being an intentionally inclusive and equitable employer and creating an exemplary welcoming environment.

We are intentional in our recruitment approach and encourage applications from African Nova Scotians, those from Indigenous communities, other racially visible persons, the 2SLGBTQIA+ community, and persons with disabilities and will prioritize diversity in our selection process. If you are a member of one of these equity-deserving groups, please self-identify in your cover letter and/or resume.

Introduction

Impact Organizations of Nova Scotia (IONS) supports impact organizations (nonprofits) across the province by offering capacity building and networking opportunities, resources and supports. Increasingly, we are engaging with the sector to understand its impact, priorities, challenges, and opportunities, to raise awareness its importance and advocate on its behalf. A core part of IONS' work is to provide capacity building programs, network learning, resources, and support for the Community Impact (Nonprofit) Sector. We help provide the tools, skills, and knowledge to increase the capacity of existing and newly forming impact organizations province-wide to ensure they build a flexible, diverse workforce that will thrive in today's digital economy. Over the past year, we have developed our approach to programming and are now seeking a Learning Content Developer to further this area of work together with the Learning and Sector Development team.

About IONS

In service of the Community Impact Sector, IONS' (formerly the Community Sector Council of Nova Scotia) role is to address sector workforce challenges, to build capacity within organizations, and to increase access to expertise, opportunities, and resources. IONS provides skill building and learning opportunities, network connections, and support for impact organizations.

In early 2020, we released a [3-year strategic plan](#) focused on sector education and innovation, collaboration, advocacy and celebration. More recently, we have increased our commitments to Justice, Equity, Diversity, Decolonization and Inclusion (JEDDI), as we recognize the crucial and urgent need for a more just, equitable, and community-driven approach to re-envisioning our society. As an organization located in Mi'kma'ki, we recognize that we are active beneficiaries of colonialism and that it is our collective responsibility to carry out long overdue, vital anti-oppression and reconciliation work.

Role Description

The *Learning Content Developer* reports to the *Director, Learning and Sector Development* while working closely with *Learning and Engagement Manager* and the *Reconciliation in Action Advisor*, as part of the

IONS Learning and Sector Development team. This is a 6-month term position with potential for extension depending on funding availability.

Based on a comprehensive sector engagement process, we developed our Learning Framework to guide our approach to offering skill building opportunities to the sector with three main knowledge themes: Sustainable Operations, Healthy Workplaces, and Systems Change and Innovation. The Learning Content Developer understands that the sector requires new skills, mindsets, and ways of being to help us navigate the complex issues that we are facing, at the individual, organizational, and societal level. The Learning Content Developer will:

- Design and curate high-quality learning course content (synchronous and asynchronous) that ensures:
 - Value and culture alignment with IONS [Strategic Plan](#) and [Learning Framework](#);
 - Consistency with the expectations of funders and needs of clients and to serve diverse audiences;
 - Implementation of IONS Learning Principles of **Decolonizing Pedagogy, Experiential and Student-Centered Learning, Learning Through Networks and Collaborations, and Integration of Systems Thinking, Innovation and Collaboration**; and
 - Applying tested instructional design, experiential learning, and adult education theories, practice, and methods.
 - Transfer course content to IONS' Learning Management Systems (LMS) – Thinkific and Skills Pass).

Key Responsibilities:

- Work in collaboration with the Learning and Sector Development team to identify gaps and opportunities for course creation and curation that aligns with IONS Learning Framework to build and enhance IONS library of programming.
- Create unique IONS courses to add to the development of a suite of IONS-owned courses addressing a variety of foundational skills that can be accessed for free by anyone in the Community Impact Sector.
- Identify and curate existing courses from similar organizations to share and amplify existing learning programs.
- Create engaging learning activities and compelling course content that enhances learning retention and transfer.
- Design each course's curriculum to be both a self-paced, 60-minute asynchronous format as well as in a 2–3-hour instructor-led (synchronous) format. Based on the values and framework described above, deliverables per course will include:
 - Course outline by module, introduction, learning objectives and outcomes, and summary.
 - Participant guide including key takeaways and learning outcomes.
 - High quality audio and video recording files to be uploaded to IONS' LMS platforms.
 - Scripts for e-learning and educational audio resources (both static and video copy).
 - Visual aids (i.e., Slide deck etc.) with voiceover.
 - Links to e-resources for deeper learning that describes each resource.
 - Facilitator guide including list of resources and course agenda (ie. Train the Trainer resource).

- Work collaboratively with the Learning and Sector Development team to decide on the criteria used to judge learner's performance and develop assessment instruments.
- Maintain project documentation and course folders in MS365 environment.
- Upload of course content to IONS' Learning Management Systems (SkillsPass and Thinkific).

General and Operational Responsibilities:

- Attend IONS team meetings and retreats and contribute to their design and facilitation as needed.
- Provide input to organization-wide processes related to learning, culture, framework development, etc.
- Utilize strong project management skills in the delivery of projects.
- Provide logistical support and project management for activities and events for the Learning and Sector Development team.
- Apply continuous improvement efforts and evidence-based decision making as a critical component of course development and curation.
- Other related duties as assigned by the Director, Learning and Sector Development.

Qualifications and Education Requirements

- A BS or MA degree in instructional design, educational technology, Adult Education or similar.
- A minimum of 3 years of experience working with impact organizations, through either work or volunteer experience, and designing course content.

*IONS recognizes that learning and knowing happens in many ways and values perspectives from lived experience, thus equivalent combinations of education and experience will be considered.

Role Specific Knowledge and Experience

- Experience designing, implementing, and delivering engaging, impactful and JEDDI informed learning programs using adult education practices, and specifically on IONS Learning Principles of Decolonizing Pedagogy, Experiential and Student-Centered Learning, Learning Through Networks and Collaborations, and Integration of Systems Thinking, Innovation and Collaboration.
- Extensive experience working with Learning Management Systems (LMS) and/or demonstrated ability to quickly learn new software.
- Proven working experience in instructional design and with instructional technology.
- Excellent knowledge of learning theories and instructional design models.
- Lesson and curriculum planning skills.
- Knowledge of course development software and at least one Learning Management System.
- Ability to write effective copy, instructional text, audio scripts/video scripts.
- Proficiency in MS365 environment (specifically Onedrive, Sharepoint, Word, Excel and Teams).
- Ability to work in a virtual environment including reliable internet access.
- Highly organized, self-motivated, and enthusiastic with the willingness to learn in an entrepreneurial and collaborative environment.
- Ability to prioritize and manage multiple projects, timelines, and competing deadlines.
- Demonstrated ability for creative thinking and an entrepreneurial mindset.

- Team oriented and effective collaborator.

Relationships/Contacts

Reports to: Director, Learning and Sector Development

Internal/External Contacts:

- Stakeholders from member organizations and voluntary sector leaders.
- Stakeholders from other sectors including the private sector and academia.
- Colleagues from national organizations supporting impact organizations.
- IONS Team.

Team Values and Behavioural Agreements

The IONS' team is committed to creating a psychologically safe space for diverse perspectives. Team values, beliefs and group agreements are outlined below. All staff are expected to act in accordance with these agreements.

Abundance: We embrace a mindset of abundance because we understand that we have more to gain by working together and we recognize that everyone brings gifts to the team.

Beliefs:

- Working collaboratively makes us a stronger team.
- Diversity and lived experiences are our power.
- Our sum is greater than our individual parts.
- Everyone in the organization is both a leader and a learner.
- Competitive, protective mindsets work against our ability to embody our values.
- We need to incorporate joy into our work and celebrate the wins.

Group Agreements:

- We prioritize communication and knowledge sharing to avoid working in silos.
- We consult with team members on decisions that affect them.
- We value and seek out input and perspectives from across the team to avoid top-down ways of working.
- We create space for people to engage and contribute as their whole self.
- We prioritize learning from each other in a non-judgmental way to build our skills as a group and individuals.
- We come to communication agreements by listening and asking questions with curiosity and respect.
- We celebrate each other's successes.

Courage: We are willing to boldly venture into new territory, showing up with humility and vulnerability and persevering when things get hard.

Beliefs:

- Visionary leadership includes a recognition that nobody has all the answers – we will make mistakes.
- Meaningful change requires trying new things, taking risks, and failing forward.

- We need to cultivate spaces of reflection so that we can learn from our experience and adapt as we go.
- We need to commit to unlearning engrained ways of being and knowing that are based on and perpetuate systemic inequities.
- We need to dismantle systemic inequities rooted in colonialism, oppression, and capitalism.

Group Agreements:

- We are willing to move forward with “good enough for now” rather than seeking perfection.
- We are committed to reflective processes so that we can be strategic in our work.
- We recognize that change is constant and are willing to adapt based on learning or being presented with new information.
- We admit to our mistakes and work to correct them or move forward.
- We learn together about trauma and oppression so that we can be an active part of systems change.
- We actively seek out different perspectives and knowledge to challenge our assumptions and beliefs.
- We recognize the impact and complexity of language and we are intentional about the language we use to empower or to avoid harm.

Trust: We create the conditions for showing up in ways that feel safe to be our authentic selves.

Beliefs:

- Relationships are at the heart of our work and the change we are striving to affect.
- We need to foster psychological safety to be able to navigate conflict.
- Deepening trust and psychological safety requires commitment to justice, equity, diversity, decolonization, and inclusion.
- Visionary, bold leadership requires an ability to work with tension.

Group Agreements

- We will take time to get to know each other to deepen our relationships and to listen.
- We use generous assumptions about intentions when calling attention to and leaning into tensions or having difficult conversations.
- We recognize that **perceived** defensiveness/ frustration/ apathy can be fostered when others are not feeling heard, and we strive to give space for everyone’s voice to be included without judgment or bias.
- In the spirit of a trauma-informed approach, we recognize that not all harm and conflict are equal.
- When disagreements happen, we are committed to finding a way forward that we can live with that aligns with our beliefs and group agreements.
- We offer and receive regular feedback with openness to adapting.
- We address challenges directly with each other in a way that honours each other’s personal needs and emotional bandwidth.
- We commit to reflective practices when things feel tough so that we can continue to evolve and build trust.

Working With IONS

Our team is dedicated to trust-building and creating the culture and conditions in which we can

show up as our full, authentic selves. We value mental wellbeing, flexible work, and a healthy balance of our work and life. We strive to hold radical generosity for each other in our work and act under the principles of *Ubuntu*.

The Learning Content Developer position is based on a 37.5-hour week, maintaining standard office hours with the ability to work flexibly. This position may have occasional evenings and weekends to accommodate meetings and/or training and may require travel around Nova Scotia.

IONS is a provincial organization and has a physical office space in Halifax. We are equipped to work virtually with team members in other areas of the province and support remote and hybrid work.

Compensation

The salary range for this 6-month contract is prorated based on an annual salary of \$50,000 - \$60,000, commensurate with education and experience. The compensation package includes 3-weeks of vacation (pro-rated) and access to Employee and Family Assistance Program (EFAP).

COVID-19 Vaccinations

Any offer of employment will be conditional on the provision of valid proof of full vaccination against COVID-19 ([Information on proof of vaccination can be found here](#)), with the exception of cases where an individual has a valid and documented exemption in accordance with Nova Scotia Human Rights (<https://humanrights.novascotia.ca/vaccines-workplace-and-other-public-spaces>).

Want to be a Part of Our Team?

Please merge your cover letter and resume into one PDF and send to nicole@ions.ca with the subject line "Learning Content Developer."

Applications will remain open until we find our newest team member. We will begin **reviewing applications on Tuesday, April 19th** and scheduling interviews for that week and forward.

Feel free to be creative in your application - we want to get a sense of who you are!