



**Impact Organizations
of Nova Scotia**

Improving Lives by Empowering Community



**WORKING WITH
OUR TEAM!**

Learning Content Developer

Valuing Lived Experiences

Impact Organizations of Nova Scotia (IONS) is working toward a vision of a decolonized, just and equitable Nova Scotia. And that starts with our team. We grow, learn and better serve our communities with a diversity of perspectives and lived experiences housed within our staff team. We welcome and prioritize the unique contributions people bring in terms of their geographic location in the province, education and lived experiences, culture, ethnicity, Indigenous status, race, spoken languages, gender identity and expression, age, religion, ability, sexual orientation and beliefs.

We encourage applications from those from African Nova Scotian, Indigenous, racialized, disabled, and 2SLGBTQIA+ communities. We are intentional in our recruitment approach and will prioritize diversity in our selection process. If you are a member of an equity-deserving group, and comfortable doing so, please self-identify in your application.

Working with IONS

The IONS team is passionate about supporting Nova Scotia's Community Impact Sector and has a culture rooted in learning, challenging dominant ways of working, and building trust-based relationships. We engage in continuous adaptation based on our experiences and feedback, both in relation to what we offer the sector and how we work together internally. We are committed to advancing JEDDI (Justice, Equity, Decolonization, Diversity, and Inclusion) at an individual, organizational, and systems level.

IONS currently has seven full-time staff, six based in Halifax and one in Cape Breton. We are currently examining how we structure and work together and are on a path toward an organizational model that prioritizes peer-to-peer accountability and collaboration over hierarchy. You will be joining us while we are still on this transitional path – so an interest in experimenting with new ways of working will be important! We are committed to developing a healthy workplace culture that helps to prevent burnout and are also currently piloting a 4-day work week with the hopes of making it a permanent organizational policy.

Our team is headquartered in Halifax with the ability to support remote team members. We work closely with impact organizations across the province and are dedicated to working collaboratively with regional partners, particularly in rural areas. Our mission is to champion and build the capacity of Nova Scotia's impact organizations in pursuit of healthy, vibrant futures for all communities, people, the land, and living beings. To advance this work, we're expanding our team with the addition of a full-time Learning Content Developer.

- This is a full-time position with a dynamic and passionate team.

- This position has the option of being based in the Halifax office or working remotely.
- Hybrid working options are available if based in the Halifax area.
- Compensation will be between \$65,000-75,000 commensurate with experience.
- Partially paid employee group benefits are offered after a probationary period.
- A 4-day work week (Fridays off – totaling 30 hours/week with some flexibility within the working day) will be in place until March 31, 2022, with the possibility of becoming a permanent policy.
- Vacation (up to 5 weeks, dependent on prior experience, and prorated for the 4-day work week), wellness days (12 per year), and paid time off for office closure during the winter holiday period will be part of the compensation package.

About Impact Organizations of Nova Scotia

Located in Mi'kma'ki, IONS connects, supports, and advocates for Nova Scotia's Community Impact Sector. Celebrating 10 years of promoting a healthy, sustainable sector, IONS (formerly the Community Sector Council of Nova Scotia) is one of 14 Industry Sector Councils funded by the Nova Scotia Government Department of Labour, Skills, and Immigration (LSI). Our 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 development opportunities, and supports for impact organizations.

Over the past few years, our focus has evolved and expanded to fully embrace our role championing the Community Impact Sector— voicing and amplifying the vital services and work of impact organizations. With systemic issues and major social challenges facing those living in Nova Scotia, we recognize the crucial and urgent need for a more just, equitable, and community-driven approach to re-envisioning our society. IONS is more determined than ever to highlight the need for the Community Impact Sector as a balancing force for social good and positive change.

How You will Support the IONS Team

The Learning Content Developer is a senior position within the team, and we are seeking an individual who is passionate about JEDDI and purpose-driven work. The ability to think beyond status quo and at a systems level will be important in your work. You will play a critical role in shaping IONS' approach to supporting sector organizations in building their capacity to address the complex social, economic, and environmental challenges facing us. You will be leading several large projects related to developing learning offerings that have the potential to reach large numbers of participants. Having a strong knowledge of the sector, issues preventing impact, and the skills needed to be better equipped to help shape a positive future will be important in this role.

We hope to find someone who loves working collaboratively, values diversity of knowledge and experiences, and is solution-oriented. You will have a passion for adult education and the crucial

role it plays in community work. You will also be very comfortable with learning and using a variety of technology systems, managing a variety of tasks, and being adaptive.

What Does the Role Involve?

The Learning Content Developer will work closely with the entire IONS team, especially the Executive Director and senior staff. There are currently no direct reports to this role, though that could change with time. The role will focus on working with external partners and internal team members to execute a variety of virtual and in-person learning opportunities for the sector. In the near term, we have several large projects with external partners involving content development related to JEDDI and leadership skills for affecting change. This role will be dynamic and continuously evolving – the table below outlines some of the key areas of work that it will entail, noting that change is constant!

Activity Area	Key Responsibilities
<p>Content Development for IONS Learning Assets (40%)</p>	<ul style="list-style-type: none"> • Lead the design and curation of content for IONS workshops and courses, informed by the IONS Learning Framework. • Lead the development of content related to building capacity for JEDDI-informed learning and action across a variety of topics (you will not be expected to be a subject matter expert across all topics, but you should have a very strong understanding of JEDDI considerations in workplaces and for working with communities). • Lead ongoing reviews and updates to IONS learning content. • Lead the development of a network of impact organizations that support equity-deserving communities.
<p>Cultivating Contractor Relationships (15%)</p>	<ul style="list-style-type: none"> • Where needed, engage with subject matter experts in the development of IONS workshop and course content and manage contract relationships to ensure high quality and emphasis on JEDDI. • Curate a sector resource to help organizations increase awareness of consultants with expertise in nonprofit operations and JEDDI. • Cultivate a network of practitioners in the field to help make connections to develop sector capacity.
<p>Facilitation of Learning Activities (20%)</p>	<ul style="list-style-type: none"> • Lead the facilitation of IONS courses and workshops, both online and in-person. • Work with other IONS team members to develop facilitation plans and approaches.

<p>Internal IONS Work Related to Strategy and Team Development (10%)</p>	<ul style="list-style-type: none"> • Participate in the IONS Living JEDDI Lab and contribute to the development of internal practices related to creating a welcoming and decolonized work environment. • Contribute to “big picture” conversations about the strategic direction of IONS, especially from a capacity development lens.
<p>Project Work and Organization-wide Priorities (10%)</p>	<ul style="list-style-type: none"> • IONS is increasingly moving toward a team-based environment where every team member has an opportunity to engage in project work that may be outside their core responsibilities but of interest to them. As such, a portion of time will be allocated for project work that is energizing to the team member.

We're Hoping to Find a Dynamic and Motivated Leader Who:

- Has training and experience in developing learning materials for adult learners including online courses and experiential practices.
- Has a deep understanding of JEDDI and how principles can be incorporated into learning materials to affect behaviour changes and is committed to anti-racism/ anti-oppression, equity, and empowerment of equity-deserving groups.
- Has training and experience in group facilitation. Experience with methods designed to surface diverse perspectives and navigate tensions, and training in trauma-informed approaches are an asset.
- Has experience working in the Community Impact Sector and an established network with people and organizations in the sector (and serving the sector) within Nova Scotia.
- Has a deep understanding of the challenges and opportunities facing the Community Impact Sector in Nova Scotia and how learning content can be a tool to support capacity building.
- Has relationships with different equity-deserving groups in Nova Scotia and an understanding of their unique contexts and needs.
- Has experience working with academia, government, and businesses in funding relationships and leading collaborative partnerships.
- Is very comfortable working in a MS365 environment including the use of SharePoint, Teams, Outlook and MS Office products and is proficient at navigating a variety of operations systems. CRM experience in necessary and experience working with learning management systems is an asset.
- Is comfortable managing budgets and preparing funder reports and grant applications.
- Has excellent written and oral English communication skills. French is an asset.
- Is a team player who exhibits and embraces the values of IONS.

IONS Approach to the Hiring Process.

We believe that learning and knowing happens in many ways and we value perspectives from lived experience, thus equivalent combinations of education and lived experience will be considered.

The hiring process often privileges white, able-bodied, neurotypical people who can conform to Eurocentric ways of working and being. We recognize the inherent imbalance within the traditional hiring process, and that position interviews are typically very formal and structured with power dynamics leaning heavily in favour of the employer. IONS is committed to relational work, developing and supporting a workplace culture that prioritizes people.

As part of our commitments to JEDDI and dismantling colonial and capitalist practices, we have adjusted our hiring processes – and continue to do so – to work toward balancing the power dynamic.

Want to be a Part of Our Team? (How to Apply)

Deadline: Applications will be accepted until 11:59pm on Tuesday, February 28th.

Interviews: Interviews will be held during the week of March 6th.

Start Date: As soon as possible, and ideally by the end of March.

Submission Process: [Fill out the form here](#) to submit your application!

What You Can Expect

- Once you apply through the form, you'll receive an automated confirmation email. The IONS team will then review all applications to determine who we would like to learn more about.
- Interviews can take place virtually or in person, depending on the applicant's comfort level and accessibility needs.
- We will share interview questions in advance, so you have time to reflect and prepare.
- Applicants selected for an interview will receive a \$50 honourarium for their time.
- Any work samples requested will be from the applicant's existing portfolio rather than requesting that new work be done.
- We will ensure that all applicants are kept informed of decisions related to the process.

If you require any accommodations in submitting your application or navigating the process, please reach out to Diane Connors, Managing Director at diane@ions.ca.