



## Education Manager

**Department:** Ontario CLRI at the RIA

**Posting Date:** April 25, 2024 - until filled

**Term:** Fixed-term until March 31, 2026

**Hiring Range:** \$70,000 - \$80,000 annual salary

**Benefits:** Extensive benefit package inclusive of health, dental, RRSP, and paid personal days. Hybrid working options available for team members to work up to 3 days per week from home.

### Background

The [Schlegel-UW Research Institute for Aging \(RIA\)](#) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

The [Ontario Centres for Learning, Research and Innovation in Long-Term Care \(CLRI\)](#) is a program of the RIA, Baycrest Academy for Research and Education, Bruyère, that partners with the long-term care (LTC) sector to enhance the health and well-being of those who live and work in LTC homes. We provide programs and resources to train and engage the current and future workforce. The Ontario CLRI is funded by the Government of Ontario.

### Primary Purpose

The Education Manager supports the development, implementation and delivery of educational programs and resources. The Education Manager will provide educational expertise to the development of virtual and digital education (e.g., eLearning, webinars, mobile applications). The Education Manager will also work closely with project managers and other experts on the team to effectively develop, promote, and evaluate the educational resources developed.

The role will support RIA's vision, mission, and values as well as have an interest and passion for enhancing quality of life and care for older adults and team members working in senior living.

## Key Accountabilities

- 1. Curriculum/Content Development & Design:** Conduct needs analysis and background research for educational projects. Provide leadership and support to the development of training and education programs and resources (videos, case studies, webinars, job aids, etc.) using adulting learning principles, best practices for in-person and online learning, and Universal Design for Learning (UDL) principles. Lead the co-design/co-creation of new education programs and resources with experts, partners, residents, and LTC and retirement homes and their team members that aim to enhance the quality of life for those who live and work in LTC. Effectively use our learning management system to test and upload eLearning courses and companion resources (i.e., pdfs, weblinks), in conjunction with accessible design principles (WCAG 2.0AA).
- 2. Curriculum Project Coordination:** Oversee the day-to-day activities of education and training initiatives, including implementation of education development, delivery, knowledge mobilization, evaluation and translation coordination. Develop timelines for assigned educational projects and coordinate activities with other project team members. Delivery of education may include partner/client contracts development.
- 3. Facilitation and Communication:** Strong writing and verbal communication skills that can be tailored to various audiences. This may include facilitating small and large group interactive workshops/presentations/webinars and representing the RIA at events and on committees to support enhancing the quality of life and care for older adults through knowledge mobilization, education and training initiatives.
- 4. Teamwork:** Establish and maintain relationships with partners to inform and support the development of content and education. Pro-actively and regularly communicate with project teams, partners and e-learning vendors to achieve project outcomes, continuously improve and evaluate educational and resources content. Provide leadership, and mentorship to support staff and/or casual staff as part of our pooled-resource staffing model. Participate in team and organization-wide virtual and in-person meetings and events.
- 5. Other:** Take on additional tasks, activities and special projects, as they arise.

## Position Requirements

### Education:

University degree in education/pedagogy/instructional design, public health, or health services research. Training or equivalent experience in project management, evaluation and/or knowledge mobilization an asset.

### Skills and Experience:

- A minimum of 5 years of experience developing education/e-learning curriculum for adult learners.
- A minimum of 3 years of experience working with online and virtual learning environments.

- Experience using and knowledge of educational development tools including eLearning authoring technology (e.g. Articulate), animation tools (e.g. Vyond, Adobe Animate), learning management systems (e.g., Learn Dash or other), video, audio, photo and graphic editing tools (e.g. Adobe Photoshop and Premiere Pro, Audacity).
- Experience working with diverse partners to achieve goals and tailor education content for the target audience for example, senior leaders, personal support workers, registered nurses, physicians, dietary aids, housekeepers, etc.
- Experience and fluency using Microsoft and Google Workspace products.
- Demonstrated knowledge of best practices for adult education and group facilitation and practices.
- Demonstrated skills in coaching, active-listening and using a strengths-based approach to problem solving.
- Excellent verbal communication and written communication, including the ability to write in plain language that aligns with the needs of the target audience.
- Ability to work in a collaborative team environment.
- Ability to adapt to change and manage competing priorities.
- Self-starter with a proactive attitude who can anticipate needs with strong organizational skills.
- Fluent in English. Fluency in French is an asset but not required.
- Must have a valid driver's licence and be available for occasional travel throughout Ontario.
- Eligible to obtain a police background/criminal record check.

#### **Scope of Work:**

- **Interpersonal Skills:** Communicates effectively with internal team members and external partners; professionally represents the RIA in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the effective and efficient implementation of the project in alignment with the goals and objectives.
- **Decision-Making Authority:** Accountable to make operational decisions for the day-to-day operations of the project with support from the supervisor.
- **Physical and Sensory Demands:** Minimal demands, typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunities to move about. Office is located in a comfortable indoor area and options for hybrid work are available for this position. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members and external partners and collaborators. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel is required.

## **Vaccination Statement**

All researchers, employees and students of the RIA who will work with long-term care homes, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

## **Equity Statement**

The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, 2SLGBTQI+ people, persons with disabilities and people from other equity-deserving groups.

The RIA is pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

## **Funding Statement**

Please note that all positions at the RIA and the continuation of these positions are conditional upon funding.

## **How to Apply**

RIA invites applications (cover letter and resume) to be submitted by email to [applications@the-ria.ca](mailto:applications@the-ria.ca). Please include the job title in the subject line of the email.