

IT Training Content Developer

Summer Position

Calgary Counselling Centre (CCC) changes people's lives. We provide counselling for individuals, youth and families of all backgrounds, with barrier free access and no wait-lists. We are philosophically grounded in research and outcomes measurements and are achieving unparalleled client success; we educate and train counsellors — all within a thriving social enterprise structure.

Calgary Counselling Centre is looking for a talented IT student who is seeking a great learning experience creating compelling and effective IT education and training materials.

Duties:

The IT Training Content Developer will use their skills to create a variety of materials (e.g., Moodle courses, PowerPoint presentations) and documents (e.g., user guides, FAQ handouts, "tips and tricks" communications) that directly increase IT knowledge and support the IT user experience.

- Create an inventory of the organization's IT systems and software including what they are being used for and by whom
- Assemble all the resources we already have in place for IT training and support
- State instructional end goals and outline an IT learning plan in order to fill the learning gaps
- Create new and engaging learning materials and compelling course content and update existing materials to address learning plan requirements while ensuring alignment with the CCC brand
- Deliver training sessions as a means to evaluate course content and design
- Other general IT administrative duties as required

Qualifications:

- Creative thinker/writer with a strong sense of design
- Understanding and appreciation for how people consume content in today's busy world
- Detail oriented and "make it happen" attitude
- Desire to take your skills to the next level and eager to learn
- Able to work both independently and in a team environment
- Office 365, Moodle and/or other learning management system knowledge/experience considered an asset
- Post-secondary education in business administration, business technology management, or applied information systems.

Given that this position may be supported in part by a grant, an eligible student is:

- at least 15 years of age by the position start date
- a Canadian citizen, permanent resident or protected person under the Canadian Immigration and Refugee Act and legally entitled to work and study in Canada (International students are not eligible)
- an Albertan resident with an Alberta address and living and/or attending school in the province
- attended a high school or post-secondary institution in the 2018-2019 Academic Year and is returning to school full time in the following year (no later than November 1, 2019)
- available for full-time summer employment

Co-ops and positions funded through existing employment programs/placements are in-eligible.

This position begins approximately May 6, 2019 and goes until August 23, 2019 dependent on funding. This is a full-time position with wages of \$18.00 per hour.

If you are interested in this opportunity, please submit a Cover Letter, Resume and 1 - 2 presentation and/or other pertinent document samples with your application to: hr@calgarycounselling.com no later than March 15, 2019.

Calgary Counselling Centre thanks all applicants for their interest, however, only those selected for interviews will be contacted.