

**Position:** Instructional Design Administrator  
**Reports to:** Director, Professional Development  
**Contract type:** Temporary; Full Time [18 months]

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and analytical individual with excellent attention to detail for the Instructional Design Administrator role. We are proudly recognized as one of BC's Top Employers for 2020. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.*

### **Job Summary**

Reporting to the Director, Professional Development, the Instructional Design Administrator is responsible for reviewing the existing PD content and improving the learning experience through Instructional Design enhancements, where appropriate. The incumbent will work with the Director, PD and the Manager, PD Operations, to develop a curriculum vision to ensure the PD program includes a wide variety of topics, delivery methods and presenters to provide a diverse PD program to meet member needs.

### **Key Responsibilities:**

#### **PD Curriculum Development (60%)**

- In collaboration with the Manager, PD Operations, manage external presenter outreach requests; screening, evaluating and engaging external presenters for the PD program;
- Actively contribute to conference planning activities to establish themes and session topics for CPABC-hosted conferences;
- Develop "learning pathways" from PD offerings to support member skill and knowledge development in specific topics or for specific roles;
- Stay current with emerging learning trends, applying them to the PD program where appropriate;
- Work collaboratively with the Director, PD and the Content Development Manager to ensure nationally and provincially developed courses are complemented by other CPABC offerings;

#### **Quality Control (30%)**

- Monitor evaluations to ensure external presenter courses are meeting expectations and are well received by participants, providing evaluation feedback to instructors as needed;
- Attend courses to evaluate presenters and content, as necessary;
- Develop and implement a quality control framework for assessing PD program activities;
- Review and edit descriptions for courses authored in BC;
- Assist with drafting and reviewing marketing content for the PD program;
- Support the selection of conference speakers and assist with configuring their conference materials;
- Attend and provide support for the PD Advisory Group meetings (Tax, Audit & Assurance, and Conference Advisory Groups);

#### **Corporate Administration (10%)**

- Assist with data capture and collection to support PD Data Analytics processes;
- Contribute to the operational and strategic planning for the PD Team; and
- Other duties and responsibilities as assigned.

### **Key Requirements:**

- Bachelor's Degree or post-secondary qualification in Education, or Bachelor's Degree in Commerce / Business Administration with experience in Adult Education and Instructional Design;
- Five (5) to seven (7) years of experience in a generalist Instructional Design capacity, or similar function;
- Demonstrated ability to problem solve through research and analysis of current and existing materials;



- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills and the ability to multi-task;
- Advanced analytical skills with the ability to deal with sensitive and complex information;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Proven ability to prioritize competing requirements and deadlines under pressure.

**Preferred Experience:**

- Data analytics experience would be an asset, but is not required.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This posting will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

**About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 37,000 CPA members and 5,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020.*