

**Position:** Instructional Design Administrator  
**Reports to:** Manager, Professional Development (PD) Content Development  
**Contract type:** Fixed Term; 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 2022. 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 Manager, PD Content 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 PD Management team to ensure the CPABC PD program provides desired diversity to meet member needs and expectations, and that the courses in the PD program incorporate a wide variety of learning opportunities and activities to enhance learning outcomes. This position will also support learning activities and projects for other CPABC departments.

### **Key Responsibilities:**

#### **Creation of Learning Products and Course Improvements**

- In collaboration with the Manager, PD Content Development, incorporate a wide variety of learning opportunities and activities into the CPABC PD program;
- Support the Manager, PD Content Development in instructional design projects related to courses in our program;
- Stay current with emerging learning trends, applying them to the PD program where appropriate;
- Assist with post-production work on Demand courses, including editing of recordings and addition of engagement elements;
- Work with the PD Delivery team to develop and update introductory and marketing videos to be used in PD courses;
- Create instructional materials for conferences, events, and meetings, as required;
- Support other CPABC departments in their instructional design needs and projects (ad hoc);

#### **PD Curriculum Development**

- Review current course offerings to develop "learning pathways" from PD offerings to support member skill and knowledge development in specific topics or for specific roles;
- Attend CPABC courses and conferences to evaluate presenters and content, as necessary;
- Work collaboratively with the PD team and management to develop various PD series to meet the learning needs of specific groups or target markets;

#### **Instructor and Author Support**

- Provide consultation to course authors on instructional design of their courses, as needed;
- Develop instructor and author support resources, including newsletters, videos and infographics;
- Work with the Manager, PD Content Development to plan and host instructor support meetings;

#### **Corporate Administration**

- Work collaboratively with the LMS Administrator to support CPABC learning products on LMS;
- Contribute to the operational 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;
- Three (3) to five (5) 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;
- Professional and tactful communication with internal and external stakeholders;
- 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;
- Intermediate proficiency with MS Office and the following products: Articulate, Vimeo, Vyond;
- Proven ability to prioritize competing requirements and deadlines under pressure.

If this job outline describes you, please email your **r sum ** 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 38,000 CPA members and 6,000 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, 2021 and 2022.*