



Instructional Writer

Duties & Responsibilities

Job Descriptions are intended to describe only the principal duties and responsibilities of a position. They are not meant to be either an inclusive or exclusive list of all work, tasks and functions of any particular job.

1. Following established instructional design methodologies, provide support to department Instructional Designers in:
 - a. Creating instructor-led and online training content for participants and instructors to be used in formal training sessions
 - b. Performing job/task analysis
 - c. Creating and maintaining exams, assessments, surveys, and other related evaluation tools
 - d. Determining necessary course materials, tools and equipment
2. Conduct information gathering meetings with subject matter experts; interpret and adapt information to meet learning objectives and document related information, processes, etc. Identify problems and recommend solutions to ensure final training content/materials meet client needs.
3. Utilize various software programs, tools and applications to research, write, edit, maintain information, etc. Create, select and incorporate print and web-based content.
4. Perform duties of a minor nature related to the above duties, which do not affect the rating of the job.

Qualifications

1. Diploma in Adult Education/Learning, Instructional Design, Technical Writing, Training or a related field from an accredited post-secondary institution.
2. Three (3) years of directly related and relevant experience.
3. Excellent analytical, writing, development and editing skills to ensure consistency and quality in training materials.
4. Ability to apply knowledge of Adult Education theory to instructional materials. Candidates will undergo an assessment of their ability in this area.
5. Excellent oral, written communication and presentation skills. Proven ability to work independently.

6. Intermediate experience with MS Office Suite (Word, Publisher, Excel, PowerPoint), and Adobe Acrobat Pro.
7. Ability to work effectively with internal clients.
8. Excellent interpersonal skills; ability to work collaboratively.
9. Experience translating complex information into concise, plain language.
10. Working knowledge of specialized educational software an asset. (Articulate Storyline, Camtasia or other video editing software, GoAnimate/Vyond, Snagit, Visio).