



### **PURPOSE**

We are partners in our clients' journey to achieving their full potential; innovators, and collaborators in the employment support, training, and skills development fields.

### **MISSION**

We develop and deliver innovative employment tools and training and provide outstanding services that support people on their work and personal journey.

### **VISION**

To inspire and advance the employment, training, and skills development ecosystem locally, nationally, and globally.

Futureworx values the power of diversity, equity, and inclusion in our workforce, our relationships and our programs and services.

We are committed to building a diverse and inclusive community, where the rights of all individuals and groups feel safe, valued, empowered, and respected for their contributions. Applications from candidates who have been historically disadvantaged and marginalized, including Indigenous peoples, black, racialized, a person with a disability, and 2SLGBTQ+ are encouraged.

## **About Us...**

Futureworx is a charitable organization based in Nova Scotia, whose purpose, since its inception in 1984, has been to help individuals facing employment barriers to overcome their obstacles and reach their full potential both in their community and in the workplace.

Our approach has evolved over time and today, Futureworx is a leader in developing and delivering innovative employment tools and training, always with a wholistic view that incorporates social and emotional skills or 'soft' skills development.

Futureworx has been a high-growth and innovative organization, that today delivers services in every county of Nova Scotia and every Canadian province and works with partners across the country and around the globe.

Futureworx occupies a unique space in the employment and career services landscape. With an entrepreneurial mindset that is distinctive in the employment field, it includes various tools and training offerings, and a reputation as an innovative, creative, energetic, and collaborative partner.

We have a full-time, term [Opportunity](#), for a [Curriculum Developer](#) who will work closely with a variety of stakeholders, in particular the NS Department of Community Services, NS Work Activity Center ED's, Managers, vocational instructional staff, and the NS Work Activity: Community of Practice Committee to review and revise existing program curricula and instructional resources and to identify and develop new program materials for emerging labour market opportunities, in high demand sectors. This position is funded until end of March 2024, with the possibility for renewal! While a significant portion of the work can be conducted remotely, some travel to Work Activity Centres across Nova Scotia or to attend consultation meetings may be required. It is anticipated that the needs of the various stakeholders and the funder can also be met through a hybrid work arrangement.

## Roles & Responsibilities

The Curriculum Developer works independently as well as collaboratively with cross-functional teams from Futureworx, Nova Scotia Work Activity Centers, NS Community Services staff, as well as external employers and SME partners. As such they will:

- Collaborate with subject matter experts, instructors, industry representatives and other stakeholders to develop curricula and instructional resources that are active and engaging.
- Design materials that are representative of effective instructional strategies, learning activities, and assessment strategies using in an inclusive, adult learning environment.
- Assist with and/or prepare course content material for online delivery (LMS).
- Schedule, facilitate & attend regular meetings (Virtual or in person) with the subject matter experts throughout the curriculum development process.
- Consults Work Activity staff as it relates to client specific learning needs, to ensure materials created are reflective of the population we serve.
- Actively participate in the Community of Practice Group, which supports and encourages peer learning and professional development.
- Assist with the identification and measurement of related CQI activities.
- Assist with the development of a Curricula Life Cycle, to ensure long term maintenance of materials and resources can be achieved.

## SKILLS & EXPERIENCE

- Diploma/Degree in Adult Education, Educational Technology, Curriculum Development and/or related field of study.
- Five years related occupational experience, in instructional design/development.
- Experience designing and developing online course materials, in a LMS system, including incorporation of technology and media to improve the learners' learning experience, a definite asset.
- Experience creating and facilitating professional development opportunities related to curriculum development and defining and implementation of instructional and assessment elements/methodologies.

- Strong writing skills with the ability to convert complex content into meaningful chunks of information/learning activities.
- Ability to manage multiple projects simultaneously using appropriate project management tools and techniques.
- Value diversity and provide services and supports that foster an engaged culture where team members and learners feel valued, challenged, and motivated.
- Excellent organizational and time management skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Demonstrated skill in evaluating, assessing, developing, and editing the content, structure, and format of a range of written material, including course and program curriculum.
- Ability to provide technical advice, knowledge, and information to instructional and other operational staff, in area of expertise.
- Computer proficiency using Microsoft Office, Stakeholder data management and reporting systems.

Futureworx believes our employees are our biggest ASSET!

We strive to recognize and reward our employees' contributions accordingly.

We offer an excellent benefit and compensation package:

Salary Range: \$72,360.00-79,891.00 annually

Paid vacation days

Paid holidays

Personal Wellness days

Paid sick days (earned at 1.25 days/month)

Continued Professional Development

Diversity, Equity, Inclusion Council

Accessibility Committee

Employee Assistance Program

Service Awards



Champion Award

Wellness Fund

Education/Training Bursary

Conferences

## WANT TO JOIN OUR TEAM?

- Send your cover letter and resume via email to [christelm@futureworx.ca](mailto:christelm@futureworx.ca). If you wish to self-identify as a candidate from an under-represented group, please do so in your cover letter.
- Applications will be accepted until 4:30 pm on Monday, September 25, 2023.
- Only candidates who have been selected for an interview will be contacted.
- Anticipated start date: October 2023
- All offers of employment are conditional upon a clear criminal record check.

We look forward to hearing from you.