



## **AMTA JOB POSTING**

**Title: Instructional Designer**

**Reports to: Team Leader, Education Development**

*'Raising Transportation Safety Training Standards one program at a time.'*

The Alberta Motor Transport Association is a province-wide, not-for-profit, advocacy and safety training association that strives to facilitate the safe and efficient transport of people and goods to make life better for Albertans. For more than 80 years, our work has encompassed a broad range of environmental, social, economic, safety and compliance matters that impact provincial highways. Research and innovation is now at the forefront of our projects, enabling the AMTA to identify new technologies and bring key stakeholders together to advance the commercial transportation industry while reducing human and environmental impacts.

### **OUR VALUES**

#### **Character of our People**

Relentless professional integrity with a commitment to service, collaboration, fairness, and respect that celebrates diversity and drives excellence in everything we do.

#### **Advancing Innovation**

Exploring opportunities for continuous improvement to provide solutions that support and encourage positive advancement of AMTA and industry.

#### **Member Focused**

Hearing and responding to our members; respecting the importance of their experience and continuously striving to create value that exceeds expectations throughout our planning and delivery.

#### **Passion for the Industry and Safety**

Bringing our energy and expertise to everything we do in support of an essential industry that makes the world a better place.

### **ORGANIZATIONAL COMPETENCIES REQUIRED**

**Collaboration:** Builds partnerships and works collaboratively with others to meet shared objectives

**Instill Trust:** Gains the trust of others through honesty, integrity, and authenticity

**Safety Minded:** Promotes and contributes to a positive, healthy, and safe work environment in accordance with appropriate legislation and regulations

**Ensure Accountability:** Holds self and others accountable to meet commitments

**Effective Communication:** Develops and delivers multi-purpose communications that convey a clear understanding of the unique needs of different audiences

**Encourages Innovation:** Looks for better ways for the organization to be successful, accepts diverse thoughts, drives change, and can handle ambiguity

**Builds Networks:** Effectively builds formal and informal relationship networks inside and outside of the organization

**Self-Aware:** Uses feedback and reflection to gain productive insight into personal strengths and areas for development

**Organizational Savvy:** Maneuvering comfortably through complex policy, process, and people-related organizational dynamics

**Emotional Intelligence:** the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically

## POSITION OBJECTIVE

This position reports to the Team Leader, Education Programming and requires proven instructional design and course development expertise to design all new AMTA training programs and continuously improve existing competency-based courses and assessments.

This role requires collaboration with key stakeholders, subject matter experts and cross-functional internal and external teams. A focus on best practices in adult learning design and technology is essential for success in this position. Additional activities will include supporting a small team of junior designers through the development and delivery phases for all training deliverables and will make up the balance of daily activities.

## ROLE RESPONSIBILITIES

- Design training programs (including instructional design blueprints, storyboards, media scripts, and support materials) using adult learning best practice strategies (i.e., classroom, blended, e-learning, virtual synchronous or asynchronous, microlearning) to ensure effective training outcomes
- Collaborate with subject matter experts to create impactful courses using plain language
- Build assets (e.g., lesson plans, facilitator guides, participant manuals, job aids, and support tools) using sound learning principles to enhance learner retention and skill development
- Complete training projects from proposal to production including testing and publishing content and associated materials
- Create and maintain documentation throughout the lifecycle for all scheduled projects.
- Oversee creation of supplementary multimedia content by engaging contractors and graphic designers
- Provide regular progress and activity reports to the Team Leader, Education Programming.
- Mentor and guide junior designers during the design, development, and delivery phases upon request

## EDUCATION AND EXPERIENCE

- Postsecondary Education degree, master's degree in Instructional Design, Educational Technology, or a related field, including Curriculum Development, Adult Learning, or a related field will be given preference



- Five years of progressive instructional design experience in a corporate environment developing adult education and training for hybrid, online and classroom delivery
- Classroom facilitation and leadership development skills an asset
- Proven proficiency in instructional design software including Articulate 360: Storyline and Rise. Canva experience an asset
- Demonstrated strong written and verbal communication skills (English)
- Proficiency in MS Office suite and Adobe
- Learning management system (LMS) experience in an administrative or developer role is an asset

**Candidates selected for pre-screen interview will be asked to provide:**

- **Portfolio showcasing instructional design projects and samples of instructional materials including storyboards media scripts, video/audio voiceover scripts, reference guides, etc.**

**WORKING CONDITIONS**

Hybrid of professional office, work-from-home

**ADDITIONAL COMMENTS**

AMTA is committed to fostering a diverse, equitable, and inclusive environment for everyone and the principle of equity in employment. AMTA encourages applications from all qualified individuals; however, Canadian citizens and permanent residents will be given priority. We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to complete all applicable background checks (which may include, criminal, identity, educational, and/or credit) and professional reference checks satisfactory to the AMTA.

We offer competitive compensation and a comprehensive benefits package. If you are interested in joining our organization and becoming part of a strong, dynamic team, please forward your resume to [careers@amta.ca](mailto:careers@amta.ca) by May 13, 2024.