



POSITION TITLE: Learning Technology Specialist

AAISA is an umbrella organization comprised of immigrant and refugee settlement agencies from urban and rural communities across Alberta. AAISA's mission is to facilitate collaboration and leadership within the settlement and integration sector. AAISA is committed to providing a platform to unite the voice of the settlement sector towards reaching common goals and creating an inclusive, welcoming and engaged society.

AAISA's Programs and Services Unit builds the capacity of settlement and integration services providers across the province by providing professional development and research services geared towards improved professional settlement practice. As a part of a collaborative partnership with provincial partners, AAISA supports the development and delivery of high quality on-line learning for AAISA members and stakeholders in Alberta, Saskatchewan, and Manitoba and provides live streaming and learning technology services to support professional learning and networking events across the region.

POSITION SUMMARY

Reporting to the Team Lead, Programs and Services, this position provides technology support for the delivery of distance learning and collaborative learning events across Alberta and the Prairie and Northwest Territories region. The Learning Technology Specialist works collaboratively with AAISA's Online Learning Coordinator to provide technology solutions for the online delivery of courses and events across Alberta, Saskatchewan and Manitoba. The position also contributes substantial vision and leadership in learning space design and support. This position is responsible for performing a variety of specialized duties related to the delivery of technology solutions for professional learning and sectorial collaboration. This position will provide technology expertise that advances the priorities of the organization and region. The specialist will research and apply the latest developments in technology to engage and professionalize the settlement and integration sector. Some travel within Alberta and to Saskatchewan and Manitoba will be required.

REPORTS TO

Team Lead, Programs and Services

DIRECT REPORTS

None

RESPONSIBILITIES

Organizational and Regional Development

- Contribute to the development of a broad range of strategic and tactical services, including the development of learning strategies and delivery and web-based engagement methods
- Research and implement innovative technologies and best practices for web-based adult learning and collaboration
- Contribute to the strategic vision for a web based collaborative learning space and support quarterly and annual development plans
- Develop strong working relationships with member organizations, provincial partners, and other units within the organization
- Build capacity and provide support to learners, partners, staff, interns and volunteers

Web Based Learning

- Support the planning and design of AAISA's digital curricula for web-based learning and ensure accepted adult learning principles are in place
- Consult and collaborate with Online Learning Coordinator to support the development and production of multimedia learning resources
- Identify technology solutions for web-based learning opportunities and recommend creative technology strategies for learning improvement and enhancement for AAISA courses and professional development opportunities (online/blended courses, webinars and live-streamed events, etc.)
- Perform a variety of skilled and technical duties related to AAISA's online and blended learning offered through LMS, Adobe Connect, webinars, live streaming and Skype video conferencing

Technology Solutions

- Provide support in the generation of video content for access via the internet, including live capture of classroom instruction and other events via capture devices and software, as well as transmission of live streams
- Facilitate the success of provincial and regional collaborative and learning events by identifying and implementing appropriate and cost-effective technology solutions
- Work collaboratively with external vendors
- Work closely with staff and regional partners to identify and resolve video-conferencing connectivity issues
- Support staff and regional partners in accessing the best tools for creating, formatting, and/or converting video for on-demand delivery via Sharepoint LMS365, YouTube, and other platforms
- Identify all hardware, software and multimedia production requirements and recommend specific technologies appropriate for supporting web-based learning solutions and live streaming events in Alberta, Saskatchewan and Manitoba
- Assist staff with the operation of software-based videoconferencing solutions and conduct videoconferences with remote stakeholders

- Support the administration of the Learning Management System
- Suggest technology solutions to support the development of evaluation reports that assess the impact of learning services
- Learn and apply emerging technologies as necessary to perform duties in an efficient, organized, and timely manner

QUALIFICATIONS

- Minimum two years of experience in information and communication technology applied in the context of adult education and community development. This may include any combination of administration, facilitation, curriculum design and course development
- Bachelor's Degree in IT, adult education, training, or instructional design/technology
- Degree/diploma in a closely related field or experience may be substituted for year-for-year academic achievement
- Knowledge of Adult Learning Theories, modes of distance learning delivery, including instructional webinars, online courses, and live streaming of events
- Experience with Virtual Learning Environments (e.g. WebEx, Adobe Connect, Skype for Business)
- Proficiency with educational technologies demonstrated through the understanding of distance learning issues, especially providing support online and to geographically dispersed learner populations.
- Ability to work effectively both independently and collaboratively
- Familiarity with SharePoint and/or other Learning Management Systems (LMS)
- Experience in the development of multimedia learning resources
- Ability to operate DSLR video camera
- Intermediate knowledge in Adobe Creative Suite products (Premiere Pro, Adobe Illustrator, Adobe Photoshop, etc.)
- Event planning and coordination experience an asset

SUBMISSION

To apply, please send a cover letter, writing sample and curriculum vitae to pd@aaisa.ca by **4:00pm on Monday, January 1st, 2018**. Include the subject line: "Re: Learning Technology Specialist."