



Job Description

Position Title: **Project Assistant**

Position Type: **Part-time (18 months)**

Direct Reports: **None**

Location: **Calgary, Alberta**

AAISA's Programs & Services Unit builds the capacity of settlement and integration service providers through professional development and research services geared towards improved professional settlement practice across Alberta and the Prairies and Northwest Territories region.

The Project Assistant works to support AAISA's Programs & Services team, by providing support for a variety of projects and initiatives. The Assistant undertakes work related to setting up workshops, communicating with participants, note and minute taking, as well as workshop follow up. Additionally, this position carries out several other administrative and organizational functions.

Roles and Responsibilities

Curriculum Design, Development, and Evaluation

- Manage, implement, and evaluate AAISA's online curricula for settlement professionals
- Guide the development and coordination of professional development opportunities
- Conduct needs assessment and evaluation for online learning
- Assist with the provision of instructional design and learning technology advisory and expertise
- Work closely with facilitators and internal stakeholders on the design and development of curriculum for individual online courses
- Ensure accepted education principles are in place and track new training methods and techniques
- Assist the subject matter expert integrate the latest educational research findings and evidence to improve the quality of curricula and learning experience
- Stay up to date with evaluation and outcomes measurement tools and methods
- Assess instructional effectiveness and lead the development of evaluation reports determining the impact of training on learners and as well as AAISA's impact as it relates to other core deliverables
- Create the corresponding events in Eventbrite
- Manage registrations (answer questions, create attendance list for people to sign when they attend, etc.)
- Tabulate the evaluations that emerge from workshops, some of which will be sent by e mail to be entered on an excel spread sheet



- Follow-up with workshop participants to get their journals; read them and do a preliminary analysis.
- Creation of the on-line community through LinkedIn – this person will create a LinkedIn group and monitor / facilitate the discussion.
- Providing meeting materials to participants
- Taking meeting minutes as required

Instructional Resources and Design

- Assist with the monitoring and maintenance of updated curriculum database and training records
- Promote the development of on-line courses
- Work with Learning Technology Specialist to identify all hardware, software and multimedia production requirements and recommend specific technologies appropriate for supporting the course design (objectives, activities and assessments)
- Assist with the maintenance of accurate inventory of learning resources including document and multimedia libraries
- Integrate instructional resources into AAISA's Resource Library and online Communities of Practice

Instructional Learning Management System Support

- Oversee the workflow and maintenance of the learning management system for online learning delivery
- Monitor deployment of course materials, troubleshoot problems and provides on-line student
- technical support services
- Coordinate the evaluation process for courses and report outcomes to management

Other Duties

- Plan and implement communication strategies and programs for collaborative projects across AAISA business units that target learner audiences
- Develop project-based communication plans to convey key messages
- Other tasks as assigned by Manager or designate



Qualifications

- Strong written and verbal communications skills
- Highly organized with experience in meeting and event planning
- Experience with minute taking is an asset
- Administrative experience
- Familiarity with the Microsoft Office suite
- A post-secondary diploma
- Personable with a good sense of humor

AAISA is an Equal Opportunity Employer and we work to sustain anti-discrimination and anti-racism practices in our workplace. We do not discriminate based on race, ethnicity, sexual orientation, gender identity and/or gender expression, age, physical or mental health, religion or beliefs, or any other status protected by law. Harassment or discrimination is not tolerated at AAISA. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

Deadline to apply:

Monday March 18, 2019 @ 10am MST

To apply:

Please submit your resume and cover letter in confidence to:

Nada Starcevic

Administrative Officer

Alberta Association of Immigrant Serving Agencies

nstarcevic@aaisa.ca

Please note: only those selected for an interview will be contacted