



Title: Training Content Developer

Job Region: All Blue Door Locations

Equipment: Computer, Reliable Vehicle/Valid Driving License/Insurance.

Salary: \$19

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

The Training Content Developer of Expansion will be responsible for migrating content from one learning platform to another and formatting it to the desired deliverable outline by management. The incumbent will also be responsible for administration and maintenance of the Construct Learning Portal via Brightspace, working with stakeholders to add value to the quality of current and future learning content to be accessed by Construct Employment Readiness program and affiliate partners.

Responsibilities

- Work closely with Expansion team with the migration of content from WordPress platform to Brightspace platform.
- Format content to adhere to layout provided by management of the expansion team.
- Work closely with external stakeholders to create, edit, proofread, and implement content in the Construct Learning Portal for Construct ERP and affiliated partners.
- Attend and participate in all training provided by Construct related to the learning portal.
- Sourcing and researching assigned topics, graphics, videos, which may include background research to meet desired learning deliverable outlined by Construct ERP and/or affiliate partners.
- Proofread and edit material before publication.
- Utilizing industry best practices and familiarity with the organization's mission to inspire ideas and content.
- Create, edit, and revise content based on internal and external feedback.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.

- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Education related to Marketing, Creative and Visual design, Business, Communications
- Hands-on experience with content management systems (Learning Management Systems preferred)
- Ability to meet deadlines and manage multiple tasks.
- Interpersonal and collaboration skills to work effectively with other team members, and external stakeholders.
- Excellent communication, writing and editing skills, as well as research ability.
- Proficiency in Microsoft Office Suite required.
- Experience with Salesforce or other CRM software an asset.

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black, and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca