



JOB POSTING

SPECIALIST, LEARNING & DEVELOPMENT PEOPLE & CULTURE

JOB SUMMARY

This position is responsible for building and delivering high-quality learning solutions, tools and resources for OMA staff.

RESPONSIBILITIES AND DUTIES

- Develop tools and resources to support training and training transfer, design and develop eLearning, create, maintain and update manuals, facilitator guides, workbooks, job aids and support materials to reflect current content, practices and processes, use instructional system design methodology for continuous improvement and accuracy of content. Responsible for backend management of Learning Management System (LMS).;
- Coordinate and implement training solutions to support organizational needs, collaborate/consult with staff and subject matter experts, evaluate training needs, identify gaps and develop learning strategies and training plans, develop a combination of approaches to provide high quality solutions suited to a variety of learning styles;
- Facilitate workshops, training sessions for business systems, programs and technology;
- Identify opportunities to improve learning engagement and experience, monitor and research best practices, identify emerging trends and make recommendations on new technology and approaches;
- Conduct post implementation evaluations with the objective of continually enhancing course content, reinforcing and sustaining learned and desired skills/knowledge;

Education: University Degree in Adult Learning; Certified Training and Development Professional or equivalent.

Experience: 4-5 years of technical training / e-learning experience. Experience with LMS systems, strong facilitation skills, proficient in instructional design, eLearning, specifically Storyline 360. CHRP or other Human Resources experience an asset.

Interested candidates should forward their cover letter and resume to the Human Resources Department at hr@oma.org.

Ontario Medical Association is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.