



## **Instructional Designer and Project Coordinator**

Ontario Colleges Library Service (OCLS)

**Employment Type:** Full-time, Permanent (37.5 hours/week)

**Location:** Remote (Ontario-based)

### **Our Organization**

OCLS is a not-for-profit organization funded by the Ministry of Colleges and Universities to support Ontario's 24 colleges and their libraries. With a well-established reputation for service excellence, OCLS is trusted by college libraries to deliver high-quality services and expertise that foster system-wide efficiencies, cost savings, and capacity building.

Our reputation is built and sustained by the skills, knowledge, and commitment of the extraordinary individuals who make up our team. Join our close-knit, collaborative environment and help us deliver meaningful shared services to Ontario's college library system.

To learn more about our mission, values and services, visit the [OCLS website](#) or read our [Strategic Plan](#).

### **Your Opportunity**

Are you passionate about digital learning and eager to make a meaningful impact across Ontario's college system? As the Instructional Designer & Project Coordinator, you will support the development, organization, and ongoing improvement of shared, accessible digital learning materials, most notably through [The Learning Portal](#), a sector wide platform that provides high quality resources for students and educators across Ontario's 24 public colleges.

In this role, you'll blend instructional design expertise with project coordination and stakeholder engagement. You'll collaborate with subject matter experts, advisory groups, and contributors from multiple colleges to support consistent, accessible, user-centered digital content. Beyond the Learning Portal, you may also contribute to other OCLS initiatives, such as training, documentation, and digital learning supports, that strengthen our services and organization.

This is a meaningful opportunity to apply your instructional design skills in a collaborative, sector-wide environment and help shape digital learning experiences across Ontario.

### **As Instructional Designer and Project Coordinator, you will:**

- Design and develop accessible digital learning resources in collaboration with subject matter experts.
- Coordinate multi-college contributors, managing timelines, deliverables, and quality review processes.
- Apply accessibility and Universal Design for Learning principles to all learning materials and web content.
- Improve portal information architecture, navigation, and user experience.
- Support integration of Learning Portal resources into college teaching and learning workflows.
- Facilitate and support advisory committees, working groups, and content development teams, acting as a key liaison and relationship builder for the Learning Portal.

- Monitor user engagement and feedback to inform continuous improvement.
- Contribute to communication and outreach efforts that raise awareness and drive engagement with shared services and resources.
- Maintain project documentation, plans, and reporting to support governance and accountability.

## **What You'll Bring**

The qualifications and attributes listed below are highly desirable but not necessarily mandatory. In your cover letter, please share how your background, experience, and skills make you a strong fit for this role.

### **Education & Experience**

- A three-year diploma or degree in Instructional Design, Educational Technology, or Multimedia/Design, or a related field, or an equivalent combination of education, training, and experience.
- Minimum of three (3) years' experience in instructional design, educational technology, digital learning content development, or eLearning.
- Experience coordinating projects with multiple stakeholders, contributors, or institutions.
- Graduate studies in education, adult learning, digital accessibility (AODA/WCAG), or Universal Design for Learning (UDL) are an asset.
- Experience within post-secondary education, preferably in the Ontario college system, and with open educational resources (OERs), curriculum-aligned content, or sector-wide initiatives is an asset.

### **Collaboration & Communication**

- Strong written and verbal communication skills, with the ability to explain complex concepts clearly and appropriately for diverse audiences.
- Ability to build collaborative relationships in complex, multi-stakeholder environments.
- Ability to exercise sound judgement, discretion, and political acuity in a public-sector setting.

### **Technical & Analytical Skills**

- Working knowledge of AODA IASR, WCAG 2.0 AA, and Universal Design for Learning (UDL) principles.
- Experience designing and developing accessible digital learning assets, including multimedia and interactive content.
- Experience with learning management systems and authoring tools e.g. Brightspace (D2L), Blackboard, Articulate 360, Adobe Creative Cloud, SCORM, H5P.
- Proficiency in MS 365 (Outlook, Word, Excel, PowerPoint, SharePoint).
- Ability to leverage analytics, and user feedback to support continuous improvement.
- Awareness of emerging AI tools and their application in digital learning.
- Familiarity with programming in LibGuides, HTML/CSS, JavaScript and Bootstraps 5 are an asset.

### **Project Management**

- Demonstrated ability to plan, coordinate, and oversee complex, multi-contributor projects while managing shifting priorities and maintaining clear documentation.
- Experience supporting collaborative groups such as committees, working teams, or sector-wide initiatives.

### **Additional Skills**

- French fluency is an asset.
- Background in collaborating with Indigenous communities.

## Why Join OCLS

At OCLS, our team is our strength, and we invest in their well-being, growth, and success.

- Competitive compensation commensurate with experience. The hiring range for this position is \$73,000 - \$85,000 per annum.
- Remote work environment with occasional in-person opportunities for team building, networking, collaboration, and mentoring.
- Comprehensive and generous health benefits, including dental, vision care, massage therapy, acupuncture, psychotherapy, and more.
- Support for professional development through workshops and courses.
- [CAAT](#) defined benefit pension plan.
- Commitment to healthy work-life balance:
  - A minimum of 3 weeks of vacation per year.
  - A summer “compressed work” program.
  - Generous personal leave.
- 5 additional paid OCLS closure days, including office closure during the year-end holidays.
- Health and wellness support, e.g. [TELUS Health Employee and Family Assistance Program](#) (EFAP).
- Wellness and Ergonomic stipend for home office maintenance.

## Additional Information

OCLS welcomes applications from qualified candidates residing anywhere in Ontario who are legally eligible to work in Canada. We are committed to building a diverse and inclusive team. We strongly encourage applications from individuals who will help diversify staff, including, but not limited to, Indigenous Peoples, racialized persons, persons with disabilities, people of all sexual orientations and gender identities, and those from equity-deserving communities.

OCLS is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes. Accommodation is available throughout the hiring process upon request, to ensure full participation of all applicants.

## Position Start Date

April 2026

## Application Deadline

Applications must be received by 5:00 p.m. on Tuesday, March 10, 2026.

## To Apply

We'd love to get to know your background, your accomplishments, and what draws you to this role. Please highlight how your experience and skills align with the position in a cover letter. Submit your resume and cover letter as a single file named “YourName\_#170” via e-mail to [applications@ocls.ca](mailto:applications@ocls.ca). Please include “YourName - #170” in the subject line.

We thank all candidates for their interest. Only those selected for interviews will be contacted. This job posting is also available [here](#).