



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Corporate Learning Academy Educational Technologist / Administrative Assistant

Job ID	29-6C-65-8D-BD-33	
Web Address	https://careers.indigenous.link/viewjob?jobname=29-6C-65-8D-BD-33	
Company	Booth University College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2022-08-12	To: 2022-09-11
Job	Type: Full-time	Category: Office
Languages	English	

Description

The Corporate Learning Academy (CLA) Educational Technologist / Administrative Assistant is responsible for providing technology resources associated with the training, development and learning needs of The Salvation Army (TSA) Officers and Personnel of The Canada and Bermuda Territory. This role includes coordinating with subject matter experts and course developers in identifying technologies to be used in online education and training. It also entails implementation of maintenance of technology-based learning hardware and applications.

This is a full -time position with 37.5 hours per week. In addition to the compensation package, we also provide a benefits package that includes health, dental, and other group benefits, vacation and sick leave, RRSP, and a tuition bursary program. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: Education for a Better World.

Experience

- At least 2 years of experience in planning, designing, and producing relevant training materials or an equivalent combination of education, experience and training

Education Requirements

- Bachelor's degree in Arts, Education or Technology Education

Essential Skills

- Proficient using Microsoft Suite
- Proficient in the backend use of Moodle/Moodle Workplace
- Proficient in the use of technologies related to on-line education and training
- Ability to handle confidential information with discretion and sensitivity
- Strong communication skills including the ability to effectively communicate by distance, to maintain and strengthen contact with mission partners
- Ability to work independently and within a team
- Proficient in CSS and HTML

Additional Skills

- A working knowledge of The Salvation Army and education within TSA
- Knowledge of Andragogy/Adult Education Principles

How to Apply

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position.