JOB DESCRIPTION	
Title:	Curriculum Developer
Department:	Content
Description	We are currently looking for a Curriculum Developer to join our Content team. You will be responsible for designing, creating, writing, and maintaining our course offerings. This role ensures course content is aligned with industry standards and learning objectives. The successful candidate will need to be self-motivated, resourceful, and thrive in a rapidly changing environment.
Specific Duties:	Reports to the Director, Education • Develop creative and interactive blended learning solutions, including web-based, virtual, instructor-led, and self-directed learning resources • Work collaboratively with subject matter experts to determine learning needs, create and validate content, and design course materials to meet learning objectives • Conduct needs analysis using sound instructional design principles to identify and define learning needs • Create learning materials (eLearning, storyboards, user guides, instructor guides, case studies, exams and other assessments, videos, audio and video scripts, podcasts, etc.) • Create, review, and edit learning materials • Maintain existing learning programs to ensure learning materials are up-to-date • Track and report on training activities to ensure program effectiveness, and gather and analyze data to identify opportunities to improve/enhance learning experiences • Support team members to ensure the department's overall goals are achieved • Other duties commensurate with this position may be assigned
General Skills:	• Excellent writing and communication skills • Ability to work independently and collaboratively as part of a team • Strong analytical, problem solving, time management, organizational, and project management skills • Ability to be flexible and adaptable to changing business conditions • Keen attention to detail and accuracy of subject matter

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	• Stay current on all regulatory matters • Keep abreast of financial and learning industry developments • French is an asset
Technical Skills:	• Strong knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and SharePoint • Knowledge of curriculum development authoring tools • Ability to learn new authoring tools and technology, as required • Experience with LMS and LCMS systems • Knowledge of instructional systems design methodology, rapid design/development methodologies, adult learning theory, research methodology, and assessment tools
Education/Experience:	• Post-secondary degree or diploma in Business, Finance, Commerce, Instructional Design, Adult Education, Instructional Technology or related field • 5+ years of experience in life insurance, financial markets, mutual funds, investment products or financial industry • 5+ years of experience in content/curriculum design and developing learning solutions • CFP designation is desirable • CTDP certification is an asset
Apply to	Email resumes to remote@ifse.ca We appreciate all responses, however, only those qualified will be selected for an interview at this time.