



Education Coordinator

Building Officials Association of BC

Full Job Description

Position Summary

Reporting to the Executive Director, the Education Coordinator (Coordinator) provides expertise in instructional design, adult education, and program delivery to the Association. The position maintains a cohesive competency framework to guide the development and delivery of educational programs and offerings for building and plumbing officials across BC.

The Coordinator is responsible for managing all education development and delivery processes for the Association. These responsibilities include working with subject matter experts to develop and update online and classroom training that includes interactive elements and exercises to engage learners. The Coordinator ensures that training is led by qualified instructors and students have access to support outside the classroom or while completing self-paced online training. Tracking and reporting program data and progress against established outcomes are also part of the position responsibilities.

Effective collaboration with members and stakeholders is essential to success in this role and as is the ability to work with considerable autonomy and deliver results in a remote work environment.



Building Officials' Association of BC
Suite 224, 186 - 8120 No. 2 Road, Richmond, BC V7C 5J8
604-270-9516 ph / email: info@boabc.org
www.boabc.org



Key Duties and Responsibilities

Key duties and responsibilities include:

- Maintain a cohesive competency framework to govern the planning, development, delivery and assessment of education in accordance with legislated requirements and best practice.
- Maintain alignment between competency profile(s), training, exams, and continuing professional development (CPD).
- Recommend adoption of new instructional design principles and methodologies.
- Collaborate with subject-matter experts and to define learning opportunities and needs.
- Manage and enhance the Association learning management system (i.e. Moodle).
- Help students troubleshoot system issues and implement systemic solutions to prevent reoccurrence.
- Implement and maintain course development processes and standards.
- Lead development of new and updated education for qualified officials:
- Develop proposals and briefings to identify educational opportunities, needs and risks.
- Lead project teams comprised of contact and volunteer resources.
- Develop and monitor project plans, objectives, scope, budget, resources, deliverables.
- Manage project risks, using judgement to escalate as needed.
- Lead and facilitate meetings to plan, develop and provide input into projects.
- Provide content and input into project RFPs and participate in vendor selection.
- Provide project updates to management and stakeholders.
- Develop presentations, facilitator guides, student exercises and other resources.
- Coordinate education delivery using online, webinar, classroom and blended methods.
- Manage rosters of subject-matter experts to provide instructional and course advisor services.
- Collaborate with other organizations to provide CPD and other education.
- Coordinate delivery of educational components of Association conferences and other events.
- Track and report on all Association training, professional development and exam programs.
- Research, and implement assessments to verify practitioner competence and evaluate programs.
- Collaborate with subject-matter experts to develop and maintain question banks for provincial qualification exams.
- Contribute to organizational planning, budgeting and other corporate functions.





Experience and Qualifications

The ideal candidate for this position will have the following:

Education

Bachelor's Degree in education, instructional design, learning technology or related field is required. Master's degree is an asset. Formal education in developing and administering learning management systems (e.g. Moodle) and course development software (e.g. Articulate Rise, Storyline) is required.

Building official qualification or other technical education related to the building construction industry would be an asset. Leadership, strategic planning, governance, change management and/or project management designations would also be assets.

Experience

A minimum of seven (7) years of instructional design and education development is required. This experience must include developing education for delivery online and in-person. Experience using course development software (Articulate Rise, Storyline) and administering learning management systems is also required. Experience working as a building official or in a technical role related to the building construction industry would be an asset.



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Knowledge

The successful candidate must have extensive knowledge of:

- instructional design;
- competency mapping and occupational profiles;
- curriculum and education development (e.g. Bloom, DACUM, ADDIE, SAM);
- education delivery (online, webinar, classroom, distance, blended);
- learning management systems;
- eLearning development practices and software;
- multi-media development practices and software; and
- project management frameworks and practices.

Skills and Abilities

The Coordinator must have demonstrated the following:

- exceptional writing and proof-reading skills
- excellent in-person communicator who engages others in a professional manner
- ability to translate technical content into plain language
- sound judgement and discretion when proactively solving problems
- ability to effectively prioritize and manage multiple requests and work assignments simultaneously to meet deadlines
- ability to effectively manage education programs or projects and meet targets and performance measures
- ability to understand the immediate and longer-term impacts of policy changes and decisions
- ability to maintain confidentiality and manage personal or sensitive information in accordance with legislated requirements
- ability to deliver results through collaboration with team members while work independently with minimal supervision in a remote work environment



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Job Type: Full-time

Benefits:

- Company pension
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Paid time off
- Vision care
- Work from home



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