



# CURRICULUM DEVELOPMENT ASSISTANT

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**COMPETITION: #2412-50158641**

**SECTION:** Learning & Development Unit, Training & Recruiting Section  
**STATUS:** Temporary full-time  
**DURATION:** Approximately one year - position may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting  
**HOURS OF WORK:** Tuesday to Friday, 7:30 a.m. to 4:30 p.m.  
**SALARY:** Pay Grade 21 - \$34.23 to \$40.29 per hour  
**COMPETITION END DATE:** Thursday, May 9, 2024

Responsible for providing support to the Learning and Development Manager, as well as applying educational theory and methodology to course outlines, lesson plans, learning outcomes, learning activities, and assessments. In addition, you will be working collaboratively with the curriculum design team to create eye-catching visual and digital items that enhance our learning materials.

## ESSENTIAL DUTIES

- Assist with the maintenance and development of customized training solutions by establishing learning outcomes, and maintaining lesson plans, supporting materials, and assessment tools that meet identified training needs
- Assist with the creation of print/digital assets to support learning items
- Work alongside curriculum designers to create digital graphics and vector images for eLearning courses, infographics, and presentations
- Assist with the creation of learner materials such as handouts, binders, and facilitator bins
- Identify appropriate resources and reference materials
- Conduct course audits and monitor assessment outcomes to ensure courses continue to meet project and business goals
- Analyze and review current course materials
- Ensure existing content is updated as required
- Develop new graphics and templates for Microsoft PowerPoint presentations, using departmental branding, to create informative presentations
- Create original pieces, including illustrations and infographics
- Market Learning & Development Unit initiatives by developing effective communication materials and leveraging available communication tools
- Manage time effectively and prioritize deadlines while working on multiple projects
- Provide reports on current projects
- Attend regular meetings
- Remain current in education, training, and development industry knowledge by accessing resources such as workshops, courses, conferences, and industry publications
- Other related duties and responsibilities as assigned

## KNOWLEDGE, SKILLS, AND ABILITIES

### Required:

- Ability to establish and maintain effective working relationships in a team environment
- Sound knowledge of instructional design principles, and educational theory and methodology as they relate to the work performed
- Thorough understanding of and the proven ability to apply the ADDIE instructional design model
- Ability to communicate orally and in writing
- Ability to develop and update in-house training documentation including lesson plans, course materials, and instructional guides
- Proficient with Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Knowledge of Adobe Creative Suite (Illustrator, InDesign, Photoshop, AfterEffects, Acrobat)
- Working knowledge of design and development of eLearning and blended training



**Preferred:**

- Knowledge of eLearning authoring tools, such as Articulate Storyline
- Technical design skills, including typography, vectorizing, and photo editing

**EXPERIENCE**

- Previous work-related experience consisting of a combination of training and facilitating courses and designing lessons

**EDUCATION**

- Bachelor's degree in education, adult education, curriculum and instructional studies or related field, or
- Diploma in adult education, curriculum and instructional studies or related field plus a minimum of three years' equivalent combination of training and experience facilitating courses and designing lessons, or
- Degree/diploma in graphic design or equivalent visual art training certificate

**OTHER REQUIREMENTS**

- Valid BC Driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

**Selection Process:** Candidates will be required to take a written test and obtain a minimum 80% passing mark to move forward to the interview. Scores are determined on a 60% test and 40% interview.

**NOTE:** *This position falls under the jurisdiction of Teamsters Local 31.*

Applicants should submit a resume via email to [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca) by 4:30 p.m. on the closing date. The competition number must be indicated in the subject line of the email.