JOB POSTING

Technical Designer, Sector Capacity Building

Part-Time 18-39
Job #26-08

ELIGIBILITY TO APPLY

Anyone eligible is invited to apply for this position.

ROLE VACANCY

This post is for an existing vacancy.

PRIMARY FUNCTION

Reporting to the Manager, Sector Capacity Building, this position is responsible for the technical implementation of The 519's capacity building, education and training initiatives with a focus on increasing 2SLGBTQ+ competency and inclusion in Toronto. The focus will be on the development and administration of an online education and training platform for workers in a range of sectors.

KEY ACCOUNTABILITIES

- Build the platform for The 519's capacity building, education and training initiatives including assisting in the content, design and development processes to standardize curriculum, content and materials.
- Use Absorb LMS platform to curate, and build engaging video modules, interactive presentations, curriculum pathways, learner-led evaluations and knowledge assessments for adult learners at all levels within organizations.
- Administration and technical support for training cohorts.
- Review and update video modules.
- Develop new curriculum pathways.
- Complete annual services workplan in alignment with departmental priorities and continuous improvement.
- Participate in team, program development sessions, and team building opportunities as required.
- Implement and abide by The 519's policies and procedures and meet the expectations of the Toronto Public Service By-law. Comply with all applicable legislation and regulations including coordination and training of volunteers (where applicable), confidentiality, MFIPPA and purchasing and inventory control systems.
- Participate in and support The 519's cross-organizational activities, initiatives, and meetings.
- Collect and maintain appropriate records, conduct research, analysis as needed. Prepare reports in compliance with organizational demands, applicable legislation, funding requirements and regulations under MFIPPA.

- Sound decision-making and judgment skills with the ability to effectively manage communications with a wide range of stakeholders.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE

1. Post-secondary education or equivalent combination of education, training and extensive related experience with a minimum of 3 years in an Adult Education and or Instructional Design-related role.
2. Demonstrated experience developing online courses from a storyboard and building out activities that motivate learners to engage and retain information.
3. Experience delivering and evaluating targeted education and training curriculum for a broad range of audiences.
4. Commitment to social justice principles and an understanding of the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
5. Demonstrated ability to work with 2SLGBTQ+ communities including demonstrated experience integrating anti-racism, anti-oppression and intersectional values and principles into daily practice.
6. Demonstrated understanding of the role that community centres play in local neighborhoods.
7. Demonstrated ability to work both independently and within a team structure.
8. Excellent interpersonal skills with the ability to maintain cooperative working relationships with staff, volunteers, community partners, program participants and the public.
9. Ability to follow verbal and written instructions in English.
10. Ability to read, write, and maintain manual and electronic records and reports.
11. Working knowledge of MFIPPA and other relevant legislation.
12. Highly developed conflict resolution, problem solving and communication skills.
13. Demonstrated ability to work under pressure to meet deadlines, to organize and prioritize work.
14. Highly proficient in Windows, Microsoft Office Suite (in particular Excel), Learning Management Systems and eLearning authoring tools including Absorb, video-conferencing applications including Zoom, and database applications including Salesforce.
15. Excellent attention to detail.

POSITION DETAILS

Position	Part-Time 18-39 hours/week, Permanent

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Status	
Union Status	Union Position – CUPE Local 2998 – Wage Grade 9
Starting Hourly Rate	$29.36/hour starting rate (City of Toronto 2026 Wage Grid for Union Staff) (Range $29.36/hour-$34.00/hour)
Benefits	Eligible for health, dental, life insurance benefits after probation (employee pays a portion of the premiums); Optional OMERS pension enrollment from day one.
Hours of Work	18-39 hours per week, with occasional evening and weekend work
Vacation	3 weeks per year, pro-rated; eligible for use after first year of employment
Location	Due to the nature of the work, this is a hybrid position with some expectation of onsite work.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **March 23, 2026**. Please quote **Job #26-08** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 26-08 First Name Last Name". Please also share **which pronouns you would like us to use** when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

Accommodation: *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*