



LEAD INSTRUCTIONAL DESIGNER

REPORTS TO:	Director, Communications, Capacity Building and KTE
STATUS:	Permanent, Full-time
SALARY RANGE:	Grade 3 - \$67,898 - \$83,505 annually (FTE)
VACANCY TYPE:	Existing position
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
EMPLOYEE GROUP:	OPSEU Local 5120

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Lead Instructional Designer is a key member of the Communications Team, responsible for the design, development, and maintenance of OHTN's online learning offerings and Learning Management System (Eloomi). The role translates complex scientific and clinical evidence into accessible, high-quality learning experiences that strengthen skills and capacity across Ontario's HIV sector.

Working as an individual contributor, the position develops engaging, multimedia e-learning content using tools such as Articulate 360 and applies strong graphic design principles to enhance learner engagement. The role monitors learning analytics and learner feedback to support continuous improvement and innovation in online and blended learning.

JOB RESPONSIBILITIES

Instructional Design & E-Learning Development

- Design, develop, and maintain online learning modules, courses, and assessments using Eloomi and Articulate 360.
- Translate scientific and clinical evidence into learning objectives, scripts, and multimedia instructional content.
- Apply graphic design principles to create visual and interactive assets (e.g., infographics, icons, layouts, animations) that enhance learning.
- Ensure accessibility, usability, and alignment with adult learning principles across all e-learning products.
- Research and adopt emerging learning technologies and methods to improve learner experience.

Learning Management System & Analytics

- Administer and maintain LMS configuration, including user roles, permissions, analytics, and reporting, in accordance with established processes.
- Develop and apply evaluation tools to assess learner engagement, participation, and outcomes.
- Produce reports on course participation, completion rates, and learner feedback to support quality improvement.

Collaboration & Quality Assurance

- Collaborate with internal graphic design and communications teams to ensure consistency with organizational branding and visual standards.
- Partner with provincial capacity-building organizations and professional associations (e.g., College of Family Physicians of Canada, Ontario AIDS Network, HIV Resources Ontario) on learning initiatives.
- Provide functional guidance and technical advice to contributors on instructional design standards and best practices.
- Coordinate quality assurance processes for course content and user experience.

Program Coordination & Administration

- Support the planning of hybrid and virtual learning events in collaboration with the Education Coordinator.
- Coordinate project timelines and tracking; support budget tracking and vendor documentation within established approval processes.
- Produce and distribute program promotional materials (e.g., flyers, social media, web content).
- Maintain project documentation, media libraries, and course archives.

ABOUT YOU

- Bachelor's degree (or equivalent experience) in Education, Instructional Design, Communications, Public Relations, Journalism, English or a related field, preferably in a health or social services related field
- Certification in Adult Education or Instructional Design is an asset
- Minimum 5 years' experience designing and delivering e-learning in health, education, or social services sectors.
- Demonstrated expertise with e-learning authoring and design tools including Eloomi, Articulate 360, Camtasia, Canva, and related platforms.
- Strong project management and analytical skills and experience in event planning and production.
- Strong graphic design skills with an intermediate understanding of layout, colour theory, and visual hierarchy.
- Proven ability to create multimedia assets that integrate seamlessly into digital learning modules.
- Demonstrated ability to translate complex information into clear, engaging learning.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Proven ability to liaise and collaborate with vendors/subcontractors on deliverables and timelines.
- Ability to maintain a system of online learning modules using various tools.
- A strong level of understanding of web language and functionality sufficient to work with and give feedback to web designers on e-learning modules.
- Excellent written and verbal communication skills.
- Commitment to health equity and inclusive education.

WHY WORK WITH OHTN

Defined Benefit Pension: Eligible employees can participate in the **Healthcare of Ontario Pension Plan (HOOPP)** which is a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

Benefits and Wellness Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP)

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohtn.on.ca

- Please use **"2026.17- Lead Instructional Designer"** as the subject line
- Your cover letter and resume should be attached as a single PDF file

APPLICATION DEADLINE: Application reviews will start on **October 9th, 2026.**

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please. The recruitment process may include an on-site written assessment, professional reference checks, and on-site interview(s) as part of the overall candidate evaluation. The posted range reflects the full salary band for the role. Starting salary will be determined based on experience, qualifications, and internal equity.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.