



Request for Contractor

Employment Curriculum & Content Developer

Contract Position: April 2025-June 2025

Opportunity

The Immigrant Services Society of BC (ISSofBC) is seeking a qualified independent contractor to develop and refine employment workshops and specialized training modules for newcomers at varying skill levels. This role requires expertise in curriculum development, lesson planning, and instructional design, with a focus on creating content for in-person, virtual staff-led, and self-directed learning formats.

A significant component of this role includes developing structured employment workshops for three client streams. Additionally, the consultant will develop four specialized employment-related modules, focusing on workplace safety, discrimination, youth employment, and disability management.

The ideal candidate will have experience in instructional design, e-learning development, and accessibility-focused curriculum creation to ensure all content is practical, inclusive, and engaging for diverse newcomer learners.

Projects & Initiatives

Curriculum Development & Instructional Design

- Design employment-focused workshops and training modules tailored to newcomers with varying skill levels.
- Develop structured lesson plans, facilitator guides, and instructional materials for in-person, virtual staff-led, and self-directed learning.
- Ensure all is practical, accessible, and aligned with best practices in adult learning and workforce development.
- Adapt curriculum for self-directed learning on Moodle, ensuring a user-friendly experience for learners.
- Incorporate interactive elements such as case studies, role-playing activities, and multimedia to enhance learning engagement.

Content Development & Research

- Conduct research on labour market trends, job search strategies, and employer expectations to inform workshop content.
- Develop instructional materials, workbooks, and industry-specific training modules for immigrants entering various fields.
- Gather feedback from program staff, clients, and employer partners to continuously refine curriculum and learning materials.
- Ensure that all content is culturally responsive and accessible to diverse learner needs.

Technical Adaptation & LMS Integration

- Transfer workshop materials to Moodle for self-paced learning, ensuring effective digital learning experiences.
- Develop quizzes, assessments, and interactive exercises within Moodle to support learner engagement.



- Provide basic training to program staff on using Moodle and updating course content as needed.

Additional Responsibilities

- The Contractor may be asked to undertake other duties reasonably related to the scope of the work and within the Contractor's expertise.

QUALIFICATIONS

- A degree in Communications, Social Sciences, Public Policy, Business, or a related field; combination of education and experience will be considered.
- Additional certifications in grant/proposal writing, research methodologies, or technical writing are an asset.
- 3-5 years of experience in research, content creation, and proposal writing, preferably in the nonprofit or government sector.
- Experience with Moodle or other Learning Management Systems (LMS) to convert materials into self-directed online learning modules.
- Experience working with IRCC or other federal/provincial funding bodies is a strong asset.
- Experience developing training materials, manuals, or workshop content is an advantage.
- Experience in program planning and working with immigrant or refugee populations.

SKILLS & ABILITIES

- Excellent written and verbal communication skills, with an ability to create clear, compelling content tailored to diverse audiences.
- Strong research skills and the ability to synthesize information to create well-informed proposals and content.
- Strong curriculum development skills, including the ability to design lesson plans, in-person/virtual workshops, and self-directed e-learning modules.
- Proficiency in Moodle (or a similar LMS) to adapt workshop materials into self-paced online courses.
- Excellent organizational and time management skills, with the ability to handle multiple tasks and meet deadlines. Ability to work effectively with diverse populations and understand the challenges faced by immigrants and refugees.
- Proficiency in Microsoft Office Suite and online tools (e.g., Google Docs, project management tools, Teams, Zoom).
- Strong facilitation skills for workshops and group sessions, and the ability to adapt to changing priorities.
- High standards of integrity and confidentiality.

Engagement Terms

- The Contractor's services will begin work in April 2025 and the agreement will continue until June 2025, (approx. 12 weeks), unless terminated earlier in accordance with the terms of this contract.
- The budget for this contract is up to **\$30,000**, and applicants are encouraged to outline their proposed fee structure within this range.
- Location of service delivery is determined in consultation between the parties.
- The contractor must provide their own equipment (e.g., laptop, internet access).
- Any content, proposals, or research created as part of this contract will remain the intellectual property of ISSofBC.
- The contractor must adhere to ISSofBC's confidentiality policies and not disclose or use any sensitive information outside of their work with ISSofBC.



Application Instructions

Please send a short proposal detailing your

- Experience
- proposed approach,
- fee structure,
- and other relevant information.

Email application must include “**Employment Curriculum & Content Developer**” in the subject line and can be sent to laurie.koch@issbc.org

Please submit applications by no later than **March 17th, 2025**.

ISSofBC’s mission and values emphasize inclusivity and recognition of individuals’ unique talents, and in recruiting staff and contractors, we see strength in diversity of backgrounds, lived experiences, and identities.