



CANADA'S CENTRE
FOR DIGITAL AND
MEDIA LITERACY

MediaSmarts is the Canada's not-for-profit centre for digital and media literacy. We work to ensure that all educators, children, youth, and trusted adults to have the necessary critical thinking skills to engage with media as active and informed digital citizens. Visit our website: mediasmarts.ca to see the wide range of resources we provide free to all educators/parents/children and youth .

Media Education Specialist (Full-Time)

The Media Education Specialist is a focused, dynamic and creative member of the MediaSmarts education program team. This individual participates in the development and delivery of MediaSmarts' educational programs and resources including implementation and coordination of educational training programs.

Responsibilities include:

- Review and update existing MediaSmarts resources, including website sections, lesson plans, tip sheets and professional development resources, to ensure accuracy and relevance
- Research, write and develop original English content (such as articles and blogs) for the MediaSmarts' website
- Research, write and develop original English digital and media literacy educational resources, including lesson plans and tip sheets
- Review and test multimedia educational resources
- Manage the implementation of online courses, including: coordination, assisting with the recruitment, managing enrollment, managing discussion boards, evaluation of assignments, and coordination of program evaluation
- Maintain the provincial and territorial curriculum charts on the MediaSmarts website
- Coordinate /implement training programs

The ideal candidate will have:

- Excellent spoken and written communication skills in English (French is considered an asset)
- Previous background in digital media literacy
- Prior experience in teaching at the K-12 level is considered an asset
- Excellent research skills
- Strong presentations skills (facilitating workshops etc.)
- Experience developing curriculum resources
- Knowledge of eLearning management systems
- Proficiency working in a Microsoft Office environment

Skills & Strengths

- Strong communication skills, able to communicate in clear concise manner
- Ability to self-manage, work independently, in a digital first/hybrid work environment (remote and office)
- Able to problem solve and suggest resolutions to problems

- Able to set priorities; manage and report on progress towards goals; use data and information to support decisions
- Excellent team member who enjoys working collaboratively with a small close-knit team
- Previous experience working and/or volunteering within the charitable, non-profit sector

Highly Desired

- Bilingual (English/French) is an asset
- Reside in Ottawa area

Educational Background

- An undergraduate degree or diploma from a recognized university or college in education, communications, library studies or journalism.

Position Type

Permanent, full-time position.

Work Environment

Highly independent work environment: staff work remotely/from home with some work on-site in our Ottawa office. We are a highly professional, engaged, independent team that is results driven: outcomes are reported, shared, and celebrated. Flexible work hours; parent/child/family supportive.

Compensation

The salary level is dependent upon skills, education and experience and includes a benefits package, RRSP program and generous annual leave.

Diversity, Equity, and Inclusion

We strive to be an equitable and inclusive employer so that our workforce represents the diversity of backgrounds and identities across Canada. We welcome applications from candidates who identify as Black, Indigenous, People of Colour, 2SLGBTQ+, people with disabilities, and those with varied areas of expertise and lived experience. Accommodations are available on request for candidates taking part in all aspects of the selection process - please let us know how we can support your application.

To Apply

Please send your resume and cover letter via e-mail to hr@mediasmarts.ca.

The deadline for applications is October 13th, but applications will be considered immediately and on a rolling basis; please don't delay if you are interested in this opportunity

We thank all applicants for their interest; however, only those under consideration will be contacted.