



## Educational Assistant – Canada Summer Job Position

**Date:** June 24, 2024  
**Position:** Educational Assistant  
**Location:** Remote  
**Start Date:** July 8, 2024  
**Minimum Start Salary:** \$17.55 per hour  
**Position Status:** 35 hrs/wk, 8-week contract during the period of July 8 to August 30, 2024

### Position Summary:

ACTA is the Association of Canadian Travel Agencies and Travel Advisors, a not for profit, national member-based trade association that represents the retail travel sector of Canada's tourism industry. Over 12,000 Travel Advisors across the country work in our member agencies representing more than 80% of the travel business booked through a Travel Agency in Canada.

This is a full-time (35 hours/wk) 8-week Canada Summer Jobs Position within the department of Education. The student will work in cooperation with department staff to provide supports to a variety of learning and development campaigns, with particular focus in the online learning domain. The Educational Assistant will report to the Manager, Education and Certification.

### Major responsibilities:

- Research/surveying to help identify industry learning needs and goals.
- Planning, designing and developing high quality e-learning resources in English and French with particular attention to professional development conferences held in ON, BC and QC in September.
- Help select appropriate learning/training materials and programmes to provide effective and innovative solutions
- Assist the department to communicate with learners and others to promote learning and progression with Certification and continuing education in English and French.
- Participate in planning and team meetings, implementing agreed action points.
- Complete project work as a member of the training team, to improve learning and development across the business.
- Edit online material and presentations for visual consistency according to department guidelines.
- Creates and maintains reports on seminar attendance and participation on online DEIA training courses.
- Organizes and tracks training program outlines including the calendar of events.
- Assist in the development of AODA Compliance Tools for ACTA Members.

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### Qualifications:

- An Applicant must be between 15 and 30 years of age at the start of the employment; is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act\** and; is legally entitled to work according to the relevant provincial/territorial legislation and regulations. (*\*International student are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*)
- Summer students and new graduates welcome.
- Must be able to communicate in English, written and verbal. French is an asset.
- Studies in the on-line education, learning and development field preferred.



- Interest or experience working in LMSs, websites, evaluations and assessment preferred.
- Research skills for identifying learning needs and goals preferred.
- Preferred skills in planning, designing and developing high quality e-learning resources in English and French.
- Proficiency in MS Office Suite and e-Learning tools.
- Excellent interpersonal and communications skills.
- Excellent organization skills and strong attention to detail.
- Ability to organize time, work independently, follow instructions, and complete multiple tasks simultaneously in an efficient manner.
- An open and inquisitive mind with a “get it done” approach to work.
- Experience in the travel industry would be an asset.

**Closing Date:**                **July 3, 2024**

**Email resume to:**        **careers@acta.ca**