



## Digital Program Support

### INTRODUCTION

4-H is a non-profit positive youth development organization that spans 70 countries across the world and 10 provinces across the country. For over a century, 4-H Ontario has been working to build youth as leaders within their communities and assets to the world. With roots in rural Ontario, today 4-H Ontario is open to youth of all backgrounds right across the province. In 4-H, youth ages 6–21 and volunteer leaders come together to learn through fun hands-on activities and mentorship. There are also provincial camps, conferences, competitions, and national and international travel opportunities available to further develop skills in leadership, business, self-confidence and more. 4-H provides youth with a place they can be involved, accepted, valued, and heard while developing valuable life skills.

4-H Ontario is developing virtual learning opportunities for youth and supports for club level virtual program delivery. These resources will be used to overcome potential impacts of COVID-19 and continue to build engagement with youth and volunteers in future years. This full time one-year contract position will support the development of these deliverables through collaboration with the Senior Manager Programming and other key staff roles.

*As a member of the 4-H Ontario team you will be responsible for:*

- Creating multimedia and interactive learning materials and interfaces for online program delivery
- Adapting current content to ensure an effective online experience
- Developing supporting documentation and ‘train-the-trainer’ materials for virtual program delivery
- Create or adapt current camp and conference content to a virtual experience
- Applying specialist technical writing skills and design knowledge (i.e. programming, video production, motion graphics and illustration) to support digital programming
- Conducting proofing and testing of multimedia components
- Ensuring compliance with accessibility standards and 4-H Ontario’s current software and web platforms
- Investigating virtual engagement platforms (LMS) to support 4-H Ontario’s learning objectives for youth and volunteers

*To be successful in this role your background requires the following skills:*

- Minimum 1 year of multimedia development (including some or all: web design, graphic design, audio and video editing, motion graphics); with accompanying portfolio
- Experience developing programming specifically in an online learning context
- Knowledge of digital media authoring tools and production techniques
- Passion for web technologies and good understanding of current technology landscape; early adopter of leading-edge technologies
- Superior verbal and written communication skills; ability to communicate technical concepts to non-technical audiences
- Understanding of the principles of experiential learning and/or experience with co-operative education an asset



- Experience with the effective application of a learning management system (LMS) and other e-learning technologies
- Degree or diploma in digital media design/development, interaction design, or related field experience
- Willingness to be screened according to 4-H Ontario policy

This position is currently home office based and may require occasional travel to the Rockwood office, with appropriate Covid-19 precautions in place. This role requires extensive use of a computer which may involve sitting for long periods. Hours outside of standard working hours and occasional travel may be required from time to time. Salary Range: \$40,000-\$45,000.

**Application Deadline: January 6, 2020 3:00pm Apply to: Human Resources – [hr@4-hontario.ca](mailto:hr@4-hontario.ca)**

4-H is an equal opportunity employer and encourages diversity of applicants