

WOMEN BUILDING FUTURES LMS ADMINISTRATOR

Are you passionate about helping others through acquiring knowledge and supporting the process of learning? Do you believe that helping with continued learning is a key to inspiring others to make positive changes? If this is where your enthusiasm lies, and you are looking to be a part of an organization that changes lives... then YOU GOT THIS!

Women Building Futures is looking for a LMS Administrator to support and enhance the online learning platform, creating a space for students to continue to grow their knowledge leading to greater accomplishments while learning at our organization.

Key Responsibilities

- Maintain the configuration of the Moodle-based LMS; evaluate and process new configuration requests.
- Create and maintain a catalogue system for courses and learning elements; archive courses and content.
- Troubleshoot LMS issues; monitor eLearning courses; troubleshoot and resolve delivery issues (e.g., SCORM files)
- Register learners and provide support on LMS and CRM to end user and internal staff.
- Remain current on system specifications and updates using LMS resources; oversee system updates, upgrades and integrations.
- Manage and operate LMS, dedicated server, mobile, and virtual learning platforms.
- Advocate awareness and adoption of innovative technology-supported learning opportunities.
- Prepare, deliver and manage reports; generate custom analytics and reports on utilization and targeted user/ learning metrics, and Key Performance Indicators within LMS and CRM environments.
- Responsible for full time maintenance, staff support, student management, and server management.
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Knowledge, Skills & Abilities

- Knowledge of Moodle-based learning management systems and trends in learning technology
- Strong communication abilities, written and verbal, with strong writing, editing and proofreading skills
- Knowledge of the various trades requirements, opportunities, and employment expectations in the construction trades
- Awareness of the challenges of women entering non-traditional trades as well as cultural, economic and social barriers to adult learning and employment

Education & Experience

- 3+ years of LMS experience in Moodle-based environments
- Experience with Microsoft Dynamics 365 or other CRM databases is considered a strong asset
- Bachelor's degree in Computer Science or related field. Equivalencies may be considered.
- Experience working with learning management systems and managing data electronically
- Experience with and ability to learn new educational technology resources and devices (e.g., mobile) as required (i.e. cloud computing, blended learning, video streaming, etc.)

This is a full-time 18 month contract position.

Interested applicants can e-mail their cover letter and resume to careers@womenbuildingfutures.com.

Please note only short listed candidates will be contacted.

Open until May 3rd, 2019