Educational Projects and Systems Manager

Autism Ontario is a charitable organization with a history of over 50 years representing the thousands of people on the autism spectrum and their families across Ontario. Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Our mission is to create a supportive and inclusive Ontario for autism, and we value collaboration, respect, accountability and being evidence informed.

Job Summary:
Title: Educational Projects & Systems Manager
Location: Hybrid; primarily remote, but with occasional travel to Toronto Provincial Office or a regional office as needed
Reports to: Chief of Strategic Initiatives
Hours: 37.5 hours per week
Salary: $90,000 - $94,000/year
Duration: One-year contract
Role: Existing Vacancy

Position Summary:
The Educational Projects and Systems Manager plays a pivotal role in the successful implementation and management of educational content creation, providing leadership and operational oversight across the full lifecycle of educational projects, from project planning to final delivery to stakeholder management, ensuring all content adheres to instructional design principles, accessibility standards (AODA, WCAG), and organizational values. The Educational Projects and Systems Manager will be responsible for the administration, maintenance, and optimization of the LMS while also overseeing the creation of engaging and effective online courses. This role will cultivate partnerships with subject matter experts and internal teams, contribute to staff development and professional development, and support organization-wide learning initiatives.

Key Responsibilities

- Oversee the development of educational materials, video content, and courses for internal training and external audiences and stakeholders.
- Manage content development staff to ensure rich educational content in e-learning, video, digital, and pdf formats.
- Develop partnerships and collaborate with SMEs, internal stakeholders, and cross-functional teams, including during analysis, design, development, and review, and implementation phases to produce quality learning solutions within established timeframes.
- Utilize instructional design principles to create courses that meet Autism Ontario's learning objective
- Design and develop engaging online courses and training materials.
- Willing to adopt organizational changes and to be responsive to changes in the direction of the organization, sector(s) or broader community.
- Create an environment that embraces change, reinforcing the reason for the change by linking it to the overall vision, inspiring others to become champions for the needed changes.
- Ensure educational content is user-friendly for all users in order to optimize their learning experience.

- Ensure educational content always reflects industry best practices in the industry and the evolving needs of the organization.
- Establish and refine educational content development and design processes.
- Ensure educational content meets accessibility standards including but not limited to AODA, WCAG.
- Identify, communicate and create opportunities for process improvements, and other suggested enhancements for the training and education team.
- Develop user guides and documentation to assist learners and instructors.
- Ensure all developed assets are properly documented including but not limited to copyright, quality assurance, and other metadata.
- Manage educational projects by balancing scope, timelines, resources, and priorities to ensure project objectives are achieved on time and within budget
- Manage the enterprise LMS systems, including configuration, user management, course construction, deployment, reporting, and continuous improvement, to engage employees and develop key organizational capacities.
- Lead the development of education and training infrastructure in using but not limited to SharePoint File System, SharePoint Homepage, Loop, 365 Lists and Boards.
- Liaise with other internal teams to gather requirements, define educational and technical needs, and provide ongoing support and maintenance.
- Other duties as assigned

Qualifications:

- Bachelor's degree in Adult Education, Learning and Development, Technical Education, or a related field
- 3-5 years of experience in Learning Management System (LMS) administration, e-learning development, and technical support
- An equivalent combination of education and experience may be considered
- Strong Project management experience
- Demonstrated knowledge of the specific tasks required in administration of an LMS including course management, user administration, system configuration, reporting and troubleshooting.
- Strong knowledge of digital accessibility standards and inclusive learning practices, including AODA and WCAG.
- Excellent written and verbal communication skills, including the ability to present technical issues to a non-technical audience
- Knowledge of MS Office suite, SharePoint and proficiency in web content management
- Strong collaboration skills
- Experience developing effective online courses, educational videos, digital learning resources using adult learning principles and instructional design methodologies is an asset
- Ability to adapt to changing organizational priorities and lead initiatives that support organizational learning objectives.
- Attention to detail and commitment to maintaining high-quality content
- Demonstrated commitment to principles of social justice, neurodiversity, equity, inclusion, anti-racism, anti-Black racism, anti-ableism.
- French language is an asset Fluency in written and oral French is strongly preferred.

Autism Ontario offers a great work-life balance and comprehensive benefits. Some of the perks of joining our team include:

- Flex Hours
- Hybrid working model
- Semi-casual dress code
- 3 weeks vacation, plus years of service days
- 10 paid personal days
- Competitive Benefits Package with Healthcare spending account (including Health, Dental, EAP, Vision and more)
- RRSP Contributions
- Professional development opportunities
- In person team building activities
- A workplace culture that promotes both wellness and engagement
- You'll be joining a team of passionate individuals who are looking to make a difference.

Interested candidates should submit a resume and cover letter by accessing the following link https://recruiting.ultipro.ca/AUT5100ASCO/JobBoard/519b9092-931e-4a7a-9dfc-8e02a0d5a869/Opportunity/OpportunityDetail?opportunityId=7f168a3e-6a8e-40d4-99bf-9446ee949e8e before November 9th, 2026. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Please note that Autism Ontario may utilize AI-based tools during the recruitment and selection process to enhance the efficiency and effectiveness of our hiring procedures.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization and actively encourages individuals on the autism spectrum and from all equity deserving groups to apply. We welcome qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.