12-MONTH INTERNSHIP – Online Education Intern

Curling Canada is a National Sport Organization (NSO) and the leading expert and growth engine for Curling Excellence in Canada. Our exclusive purpose and function are to promote amateur athletics in the form of curling in Canada, on a nation-wide basis. We manage high performance programs (i.e., Team Canada,) select and manage national teams, and we have the exclusive right to name teams to World Competitions and Canadian Olympic organizations. We focus on serving our members (the Provincial and Territorial Curling Associations) and all their affiliated clubs and curlers throughout Canada, with services that develop the sport of curling together.

Reporting to the Director of Club Development & Member Services, the Online Education Intern will support the design, development, and delivery of modern online course delivery that enhance learning experiences across the curling community.

This is an in-office, hands-on, full-time internship that offers meaningful responsibility and practical experience in Learning Management Systems (LMS), instructional design, and digital course development using tools such as Moodle and Articulate Rise 360. The successful candidate will contribute to the advancement of Curling Canada's online learning strategy while gaining applied experience that extends well beyond classroom learning.

As organizations across Northern Ontario increasingly rely on online training and digital professional development tools, this role supports the development of in-demand competencies in online learning design, digital training delivery, and LMS administration. It is an opportunity to build transferable, workforce-relevant skills while contributing to initiatives with long-term impact.

Contract Date: *January 4 2027 – December 24 2027 (some flexibility for start date)*

Please Note: *This 12-month contract position will require the individual to work on site in North Bay, Ontario.*

Duties & Accountabilities:

- Assists the Director, Club Development & Member Services in the design, development, and delivery of online learning experiences;
    - Supports course creation using Moodle (LMS) and Articulate Rise 360
    - Develops interactive learning modules aligned with defined learning objectives
    - Assists with the implementation of assessment tools and knowledge checks
- Supports the preparation and delivery of bilingual (English and French) online learning experiences;
    - Coordinates translation workflows and ensures accurate integration of translated content
    - Verifies consistency and alignment between English and French course materials
    - Supports quality assurance reviews of bilingual course content
- Migrates existing training materials into modern, accessible online formats;
    - Converts legacy materials (e.g., PowerPoint, print, static PDFs) into interactive digital courses
    - Applies instructional design principles to enhance learner engagement
    - Ensures content meets accessibility and usability standards
- Collaborates with subject matter experts to structure and refine learning content;
    - Assists in defining learning objectives and outcomes

    - Supports development of course outlines and assessment frameworks
    - Incorporates stakeholder feedback into course revisions and enhancements
- Builds and configures courses within the Learning Management System (LMS);
    - Sets up enrolment structures, completion tracking, and certification pathways
    - Configures reporting tools to monitor learner progress and engagement
    - Maintains course settings and updates content as required
- Supports the organization and maintenance of learning records and credential data;
    - Assists with tracking course completions and learner records
    - Ensures data accuracy and integrity within the LMS
    - Generates summary reports outlining course participation and outcomes
- Applies best practices in instructional design, accessibility, and learner experience;
    - Reviews courses for clarity, consistency, and user-friendliness
    - Identifies opportunities to improve engagement and learning effectiveness
    - Supports continuous improvement initiatives within the online education portfolio
- Develops and maintains documentation to support sustainability and knowledge transfer;
    - Creates process guides for course development and LMS administration
    - Documents workflows related to bilingual course preparation and publishing
    - Supports long-term continuity of online learning delivery
- Communicates and collaborates effectively with internal stakeholders and subject matter experts;
    - Participates in planning meetings and learning strategy discussions as required
    - Gathers and incorporates feedback to enhance course quality and effectiveness
- Other duties as assigned

Role Requirements:

Most importantly, we are seeking a **motivated and detail-oriented individual who is excited about the opportunity to contribute to the advancement of modern online learning**. The ideal candidate is capable of managing multiple course development priorities within defined timelines, while demonstrating curiosity, initiative, and a strong commitment to enhancing learner experiences.

We are looking for someone who takes pride in producing high-quality work, approaches instructional design thoughtfully, and is eager to develop practical, in-demand digital learning skills while contributing to meaningful national programming.

Specific Requirements:

- Currently enrolled in, or recently graduated from, a post-secondary program in Education, Instructional Design, Educational Technology, Digital Media, Communications, Business Technology, or a related field; or an equivalent combination of education and relevant experience
- Demonstrated familiarity with Learning Management Systems (Moodle experience considered an asset)
- Experience or exposure to online course development tools such as Articulate Rise 360, or similar platforms, considered an asset
- Strong organizational and time management skills, with the ability to manage multiple projects and deadlines
- Excellent written and verbal communication skills; bilingualism (English/French) is considered an asset
- High attention to detail and commitment to producing clear, accurate, and accessible content
- Understanding of, or interest in, instructional design principles and adult learning best practices

- Comfortable working independently and collaboratively within a professional environment
- Demonstrated accountability, reliability, and ability to meet established deadlines
- Legally entitled to work in Canada

What We Offer

Compensation: $20.00 / hour, 40 hours per week

Please submit your resume and cover letter to careers@curling.ca with the subject line 'Online Education Internship– [FIRST NAME LAST NAME]' for review before Sunday, December 13 at 11:59PM EST. Only candidates selected for a phone screening will be contacted. We thank you for taking the time to apply for this exciting opportunity with Curling Canada!

Come as you are. You are welcome here! Curling Canada is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e. members of Black, Indigenous, and People of Colour (BIPOC) communities).

Curling Canada is compliant with the AODA – Access Ontario Disabilities Act. For access to our policy click here*. For feedback on our accessibility please email* accessibility@curling.ca**.**

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Developed by: Emily Kaldis, Head of People & Culture & Bobby Ray, Director of Club Development & Member Services

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream