

Coordinator, Digital Product (3 Positions)

Full time, Temporary (One-Year, with potential for extension)

eCampusOntario

eCampusOntario is a provincially funded non-profit organization that leads a consortium of the province's 53 publicly funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

Coordinator, Digital Product (Collaborative Innovation)

Position Summary

The Coordinator, Digital Product, will be part of the eCampusOntario team that is helping to design and develop ways our member institutions can best support innovation, collaboration and education.

Reporting to the Senior Manager, Digital Product, the Coordinator will work as part of a team to gather, analyze and input data into systems designed to support collaborative innovation. The incumbent will support end users to use system features, including uploading and updating data, managing workflows, and ensuring project success and outcomes.

The incumbent displays exceptional interpersonal, collaboration and project management skills. Building relationships and partnering closely with internal leaders and external partners is critical to success in this role.

Accountabilities, Duties and Responsibilities

Working with the Digital Product team, the position helps advance the organization's collaborative innovation strategies:

1. Gather information and work with partners to ensure information is input into systems
 - Work with team members and external partners to collect, analyze and coordinate data input into systems
 - Curate, organize and synthesize diverse and complex data sets and reports to effectively deliver on the project vision and goals
 - Utilize data-driven analysis to identify, summarize, and present gaps and opportunities for project strategy and execution
2. Coordinate projects and information flow in collaboration systems
 - Assist end users to utilize collaboration systems, including data upload and project development and coordination
 - Coordinate and communicate with cross-functional teams, external partners and internal stakeholders
 - Champion a human-centred, entrepreneurial approach to project success and support of our partners and members
3. Support the ongoing design, development and coordination of eCampusOntario platforms, programs and services
 - Develop an understanding of the capabilities of eCampusOntario platforms, programs and services and perspectives on eCampusOntario can create transformative value for our members
 - Support the development of product launch plans/user adoption campaigns and marketing materials in collaboration with management and the marketing team
 - Understand client business requirements, facilitating workshops, gathering, reviewing, validating, and documenting business and functional requirements
 - Attend partner meetings to explore strategic issues and understand client issues and opportunities in innovation, collaboration and education
 - Assist with running pilots of solutions, measure its success against agreed-upon business and financial criteria, and solicit and provide feedback to stakeholders

Education, Professional Designations and Development

- Bachelor's Degree in business administration, innovation, marketing, or equivalent education and experience.
- Project Management designation an asset.

Experience

- 1-3 years of experience in systems design, project and/or business management, preferably in the postsecondary, education or public sectors.
- Good grasp of the innovation ecosystem in Ontario and Canada
- Experience with digital implementations, change, or innovation management is a strong asset.

Skills

- Exceptional attention to detail, data-driven strategic mindset
- Ability to work with diverse stakeholders to gather data and ensure these are reflected in database systems
- Ability to work with system users to identify, coordinate and process projects
- Ability to identify key industry information (trends, issues, insights driving disruption, client specific data, and strategic business opportunities), and ability to navigate through ambiguity and shift easily from one subject matter to the next
- Experience championing human-centered design through leadership and relationship-building
- Strong business acumen with knowledge of strategy, design thinking, business model design, and data analysis
- Ability to synthesize data to draw conclusions and make recommendations that promote a culture of knowledge sharing and innovation
- Exemplary verbal, presentation, and written communication skills, plus strong facilitation skills with an ability to balance conversation with stakeholders and diverse groups
- Ability to effectively work across distributed (virtual) teams as a collaborative team member
- A clear understanding of the unique context of post-secondary, public sector or non-profit governance in Ontario, its multi-layered approvals processes and the planning required to navigate them effectively
- Expert use of Microsoft Outlook and Office, strong knowledge of Microsoft Teams, Adobe Acrobat, project management tools, data visualization tools, video conferencing and webinar software
- Experience with data analysis and visualization tools, such as Microsoft Power BI, Advanced Excel, and Tableau
- Scrum or Project Management Professional certification and strong project management skills an asset
- Ability to learn and use new software quickly; strong work ethic, resourcefulness, initiative
- Sound judgment with respect to confidential and sensitive information
- Demonstrated commitment and understanding equity, diversity, and inclusion (EDI) and decolonization with the ability to communicate and work effectively with diverse peoples.

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject **Coordinator, Digital Product**) with a **Cover Letter** and **Resume** attached as a **single PDF file**, titled "**Last Name, First Name.pdf**". Please include salary expectations in your cover letter.

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

This position is open until filled. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Diversity and Inclusion and Decolonization Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Diversity and Inclusion and Decolonization in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact talent@ecampusontario.ca

COVID-19 Pandemic Statement

eCampusOntario's operations are currently remote due to the global COVID-19 pandemic. Once it is safe to do so, this position will be based out of the eCampusOntario office in downtown Toronto where we envision a hybrid-work arrangement will be made available for all of our employees.

For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>