

Coordinator, Digital Product

Full time, Temporary (Immediate start, ending November 2023)

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

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 collaborative systems including data upload and project development and coordination
 - Coordinate and communicate within cross-functional teams, external partners, and internal stakeholders.
 - Champion a human-centred entrepreneurial approach to project success, and support our partners and members.
3. Support the ongoing design, development, and coordination of eCampusOntario platforms, programs and services.
 - Develop an understanding of capabilities of eCampusOntario platforms, programs and Services, and perspectives on eCampusOntario to 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 success against agreed-upon business and financial criteria, as well as 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, including 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, and 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 are an asset.
- Ability to learn and adapt the use of the new software proficiently, strong work ethic, resourcefulness, and initiative.
- Sound judgment with respect to confidential and sensitive information.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion 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**".



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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**. Please include your salary expectations in your cover letter.

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 an interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Decolonization, Diversity and Inclusion 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, Decolonization, Diversity and Inclusion 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

Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities.

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