



WORLD FEDERATION OF HEMOPHILIA
FÉDÉRATION MONDIALE DE L'HÉMOFILIE
FEDERACIÓN MUNDIAL DE HEMOFILIA

Affichage EXTERNE / EXTERNAL Posting

EDUCATION SPECIALIST – CONSULTANT (fall 2021 – winter 2022) ; extension likely
(health, international, NFP ; adults)
SPÉCIALIST(e) en ÉDUCATION – Consultant (automne 2021 – hiver 2022) ; prolongation possible
(santé, international, OSBL ; adultes)

*The World Federation of Hemophilia (WFH - <http://www.wfh.org>) is an international **not-for-profit** organization that provides global leadership to improve and sustain care for **people with inherited bleeding disorders**, including hemophilia, von Willebrand disease, rare factor deficiencies, and inherited platelet disorders. Established in 1963, the WFH works with **member organizations in 147 countries** as well as through a network of international volunteers and healthcare providers, to achieve our **vision of "Treatment For All"** around the world.*

The WFH is seeking a highly motivated, and technically-knowledgeable self-starter to act as **EDUCATION SPECIALIST - contractual** (initial project, fall 2021 – winter 2022) with **demonstrable experience** in **needs assessment, curriculum design**, and education **development & evaluation** for health-oriented **educational curricula and materials** (print, online).

The incumbent will be responsible for **developing, evaluating and implementing** a topic-based **health education & training framework** and **curriculum** for a world-wide community of **health care professionals** and **people with bleeding disorders**. The curriculum may then be applied to other education development priority topic areas for the organization.

The successful candidate is a **team player**, capable of **working collaboratively & effectively** with a **multi-sector WFH team** assigned to the project.

Type of position: part / full-time contractual
Duration: fall 2021 – fall 2022; extension into additional phase(s) expected
Reporting to: Director, Research & Education
Location: Montreal Head office (downtown); Covid home-based presently

Start date: AS SOON AS POSSIBLE (early SEPT 2021 latest)

PRINCIPAL TASKS & RESPONSIBILITIES -

- Evaluate, in consultation with WFH staff, existing WFH health training and educational programs offered across the organization to identify overlap, gaps, and areas for improvement
- In consultation with WFH user departments and sectors, develop a training and education framework and curriculum on pre-defined priority topic area/s.
- Based on this framework, the incumbent will be responsible for the instructional design, development, and production of training materials, to meet the objectives of the training program and audience needs: primarily text-based training resources -booklets, slides ; may include digital based training (ex., videos) for both virtual and in-person setting.
- Overall evaluation and/or development of material for educational needs assessments, training program, training guides, assessment instruments.

EDUCATION SPECIALIST / SPÉCIALIST(e) en ÉDUCATION
. CONTRACTUAL (initial project, fall 2021 – winter 2022)

(Cont'd ...)

- Design an evaluation and monitoring program to monitor and assess the impact of training on WFH audiences.
- Work with a team of WFH staff and/or volunteers to develop specific training content; lead and/or participate in debriefings during trainings and ensure effective evaluation of training objectives.
- Prepare and conduct baseline studies and needs assessments.
- Contribute to the implementation of WFH's knowledge sharing strategy.

Carry out any other task relevant to the position as required by the Director, Research & Education.

REQUIREMENTS & QUALIFICATIONS -

- **University degree (preferably graduate degree)** in education, curriculum development, public health, life / health sciences, instructional design & technology, and/or related field
- **-Six to nine (6-9) years** minimum of relevant work experience in the development of educational & training materials for **international development** and/or **healthcare community**
- Minimum **five (5) years proven track** record in **writing, editing, and coordinating production** of curricula and/or educational resources in the **medical or healthcare field - essential**; knowledge of hemophilia and/or bleeding disorders an asset;
- **Superior writing and editing skills**, with ability to communicate **complex medical concepts in language suitable to specific target audience** (patient, healthcare professional, advocate, policy maker, others)
- Experience in **print and online publishing**; also **designing online** training courses
- Demonstrable **effective project and time management skills**; able to balance and **prioritize multiple tasks** & work on several **projects simultaneously**, meet deadlines, produce **deliverables as assigned**
- **Critical thinker**, resourceful; adept at **taking initiative and following through**; able to solve problems; effective in a **fast-paced, changing environment**; motivated and self-driven
- Excellent organizational skills; **attentive to detail**
- **Collaborative** with others; ability to work well with multiple **staff teams, international volunteers, and external stakeholders**
- **High computer proficiency**, with superior knowledge of **Microsoft Word** for text design, **Survey Monkey** for data collection and analysis; **Excel** and **PowerPoint**
- Familiarity with **eLearning platforms & multimedia software**; LMS experience – asset
- Knowledge of **Adobe InDesign, Photoshop** and **Moodle** - asset
- Ability to **communicate orally** in **English, read and understand fully** documents produced in same (**essential** to daily WFH international work); working knowledge of French, Spanish, and/or other international language(s) - preferred
- **Entitled** to live and **work in Quebec, Canada**
- Availability & flexibility to undertake **occasional international travel** as needed (post Covid-19 restrictions)

Compensation will be commensurate with background and experience.

Please send **IMMEDIATELY** an **ENGLISH** resume & **COVER LETTER (essential)** to:

E: **recrutement.recruiting@wfh.org**

Fédération mondiale de l'hémophilie /The World Federation of Hemophilia – Montréal QC H3G 1T7
<http://www.wfh.org>

Facebook: <https://www.facebook.com/wfhemophilia>

Twitter: <https://twitter.com/wfhemophilia> YouTube: <https://www.youtube.com/user/WFHcommunications>

LinkedIn: <https://www.linkedin.com/company/world-federation-of-hemophilia>

We thank all candidates for their interest, however **only** short-listed candidates will be contacted.
Une version française de l'affichage est disponible selon la demande.