

Instructional Designer

One-Year Term Position with Possibility of Extension

Founded in 1995, [The Egmont Group](#) is a united body of 181 Financial Intelligence Units (FIUs). The Egmont Group provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF). This is especially relevant as FIUs are uniquely positioned to cooperate and support national and international efforts to counter terrorist financing and are the trusted gateway for sharing financial information domestically and internationally in accordance with global Anti Money Laundering and Counter Financing of Terrorism (AML/CFT) standards.

The **Egmont Group Secretariat (EGS)** provides strategic, technical, and administrative support to the Heads of FIU, the Egmont Committee, the Working Groups, and the Regional Groups and assists in managing the content posted on the open communities within the Egmont Secure Web. The EGS is headed by the Executive Secretary and reports directly to the Chair of the Egmont Group. The Egmont Group Secretariat was established in July 2007 and is based in Ottawa, Canada.

The Egmont Centre of FIU Excellence and Leadership ([ECOFEL](#))

The ECOFEL has been created as an engine and hub to further assist Financial Intelligence Units as they strive towards excellence and leadership. The ECOFEL has been active since April 2018. It is fully integrated in the Egmont Group and located within the Egmont Group Secretariat in Canada.

Certification Program

The ECOFEL Certification Program (eLearning) will ensure FIUs can meet the requirements that come with their pivotal role, domestically and internationally. The three main objectives of the certification program are:

- To provide specialized training and professional development for (new) FIU staff and Heads of FIUs.
- To provide validated knowledge, skills, and experience to FIUs based on current best practices and a shared understanding of FIU concepts and terms.
- To consolidate and enhance the quality of the intelligence products developed by FIUs.

The Instructional Designer will be responsible for creating interactive eLearning experiences and visuals from content developed by subject matter experts.

The Instructional Designer will be a member of the ECOFEL team and report to the Project Manager (PM). Please note that the position is fully remote and 37.5 hours per week.

If you are a creative and dynamic person who enjoys working in a diverse international team and has strong eLearning instructional design and content development skills, this opportunity will interest you.

The Ideal Candidate:

- Able to work individually and collaboratively as part of a team.
- Able to adapt easily to changing priorities.
- Able to work under pressure.
- Committed to achieving concrete and tangible results.
- Has excellent attention to detail.
- Able to prioritize and meet deadlines.

Main Roles & Responsibilities:

- Provide guidance in developing new online courses within instructional design.
- Conducts and applies research into instructional design, learning technology, and online learning best practices.
- Collaborate with the instructional design and wider project team, the ECOFEL Program Manager (EPM), the PM, and Subject Matter Experts to ensure the smooth development of online courses and programs.
- Liaise with the ECOFEL team regarding project timelines to ensure expectations and commitments are met and progress outcomes are reported.
- Design and develop content that provides engaging, challenging, and meaningful learning experiences to our members using tools, technology, and learning methodologies.
- Use tools such as Adobe Premiere Pro, Adobe Illustrator, Vyond, Canva, and other design platforms to produce high-quality media assets.
- Stay current with AI tools and technologies relevant to instructional design and graphic design (e.g., AI video generators, voiceover tools, design automations).
- Remains engaged on the latest, most innovative, and knowledge transfer methodologies.
- Strategize, build, and deliver content while evaluating the effectiveness and impact.
- Develop engaging training material using graphics and animation.

Key Competencies and Experience:

- Bachelor's degree in education, Instructional Design, Educational Technology, or another relevant discipline.
- 3+ years' experience in a content development or an instructional design role.
- Proficiency in e-learning authoring tools, such as Articulate 360 and Adobe Captivate.
- Demonstrated knowledge and understanding of learning management systems, such as Docebo.
- Understanding of adult learning principles for a global audience and the unique needs of adult learners, particularly in the context of online learning.
- Knowledge of online design and delivery best practices.
- Project Management experience in the areas of instructional design and online course development.
- Current knowledge of educational literature in the areas of online learning, instructional design, and student learning.
- Demonstrated knowledge and understanding of learning management systems, educational technologies, and software applications as they relate to pedagogical appropriateness and the application for online teaching and learning.

- Excellent writing and editing skills in English.
- Strong sense of creativity with the ability to write meaningful and motivational content.
- Strong verbal skills in English and working knowledge of another language is considered an asset.
- Excellent strategic thinking abilities to analyze complex and specialized information and present it in plain language.
- Highly organized and strong attention to detail.
- Ability to work and prioritize with multiple competing deadlines.
- Strong strategic planning skills.
- High degree of accountability with the ability to work effectively in a fast-paced environment.
- Highly self-motivated and results oriented.

Assets and other requirements:

- Familiarity and experience with government or non-profit industry.
- Cultural awareness and sensitivity.
- Experience with working in a remote environment.
- The Instructional Designer could be asked to travel to International/Local conferences. You must have a valid passport and comply with vaccination protocols to travel internationally at any time.

The Perks:

- The EGS is an international collaborative team. Our workforce is dynamic, and you will have the opportunity to work with a unique group.
- Generous annual leave.
- Annual training allowance
- Competitive compensation with annual pension contributions.

How to Apply:

Interested candidates should submit their application, including a resume and cover letter, to Natalie Proctor, HR Officer, by July 31, 2025 at Careers@egmontsecretariat.org

Applicants must clearly demonstrate in their cover letter how they meet the education and experience listed in the Key Competencies and Experience section.

The Egmont Group is committed to employment and pay equity among its staff. Applications are encouraged from equity groups, including individuals of Indigenous descent, racialized individuals, individuals with disabilities, and LGBTQ+ persons. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.