

Associate Director, Curriculum Development

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 13,000 members across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need. For more information about Advocis see our website at www.advocis.ca.

We are seeking a seasoned professional with at least five years of experience in the development of education/training programs in the financial services industry. Reporting to the Senior Director, Designation Programs, the Associate Director, Curriculum Development is responsible for leading the design and development of Advocis' education core programs. The incumbent will be accountable for the content validity of assessments in all core programs offered by Advocis.

We offer:

- A collaborative work environment with opportunities for professional growth and career development
- A competitive salary, flexible vacation, and paid sick leave
- Great benefits: extended health, dental, life, disability and pension
- Centrally located office space, with an amazing view of Lake Ontario (although we are currently working remotely)

Responsibilities:

- Design and develop designation, licensing and certification programs
- Manage the audit and quality review of existing assessments, the development of new test bank questions, and the addition of new content
- Monitor industry development of new products, issues, legislative change and regulation, and ensure the maintenance of new and existing content
- Oversee the grading of all narrative response examination questions following a defined framework
- Supervise, grow, and develop the subject matter expert and consultant resources
- Cultivate and maintain existing relationships with stakeholders, including participation on the Education Committee, other task forces, and other professional associations

Knowledge/Skills Required:

- An industry designation (CFP, CLU) is an essential requirement
- Strong preference will be given to candidates who also possess a background in adult education (M.Ed., CTP, CTDP)
- At least 5 years of industry experience as a financial advisor or financial planner
- Post-secondary degree in education or equivalent related experience
- Thorough understanding of content to be included in a contemporary curriculum for a financial services advisor
- Ability to understand and distill highly complex information into more easily understood content
- Proven ability to work with and direct the work of committees, course development consultants and instructional designers
- An understanding of basic statistical concepts relating to educational assessment
- An understanding of knowledge measurement instruments, such as questionnaires, tests, surveys, and other assessments

To Apply:

Interested qualified applicants should e-mail their cover letter and resume to resumes@advocis.ca no later than Friday October 2, 2020.

We are committed to inclusive and accessible employment practices. Please advise human resources when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.