



EOP Education Design & Integration Specialist – Program

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Job Title	EOP Education Design & Integration Specialist – Program	
Salary Range	\$82,609 to \$86,473	-32 hours per week, 4 days per week
Location & Work	<p>The role is performed remotely, with collaboration taking place through virtual meetings, digital tools, and regular communication with internal and external partners.</p> <p>Travel within Canada may be required, including occasional overnight Stays.</p>	
Start Date	July of 2026	

Award Canada is recruiting for a permanent, full-time EOP Education Design & Integration Specialist to support the design, refinement, and integration of experiential learning within education and youth-serving delivery contexts. This role will initially focus on Ontario EOP implementation while contributing over time to broader national program design and integration work across Canada.

How to Apply

Interested candidates are invited to submit their application by email to yvermette@dukeofed.org, including a cover letter. Applications received will be reviewed beginning July 7, and selected candidates will be contacted starting July 13 to begin the recruitment process.

Position Summary

The Education Design & Integration Specialist – Program is responsible for designing, refining, and codifying how Award Canada's experiential learning framework integrates within education and youth-serving delivery contexts. Initially grounded in Ontario EOP implementation, the role is expected to progressively contribute to national cocurricular program design and integration work across Canada. The role focuses on **applied design** rather than purely academic curriculum development. It translates program intent, pathway structures, educator workflow, and implementation experience into practical frameworks, tools, and guidance that support quality delivery and scalable adoption.

This role must help shift program design away from a narrow compliance and rules-based orientation toward a progressive learning model that supports educator agency, student challenge, and practical implementation. The role is expected to design with educator realities in mind, enabling strong practice through support, clarity, and gradual maturation rather than through unrealistic assumptions or rigid rules alone.

Duties and Responsibilities

Model Design and Integration

- Design and refine how the Award integrates within formal and co-curricular delivery contexts, including pathway-aligned use in school and community-based settings.
- Support practical integration of the Award within program areas such as SHSM, co-op, dual credit, Student Success, careers, and other agreed experiential learning contexts.
- Translate Award components, expectations, and learning intent into educator-feasible implementation approaches, templates, and frameworks.
- Ensure model design supports consistency while allowing appropriate flexibility across different delivery contexts.

Applied Program Development

- Develop practical implementation guides, planning tools, reflection supports, quality aids, and other resources that support delivery teams and educators.
- Simplify complexity and avoid over-design by grounding tools in what teachers, program leads, and delivery partners can realistically use.
- Review design assumptions, identify friction points, and improve resources based on evidence from implementation experience.

Field-Informed Model Refinement

- Work closely with the Education Implementation Lead and Account Manager to understand what is working, what is breaking, and what requires refinement.
- Use field learning to strengthen model coherence, reduce avoidable burden, and improve the practical fit of the Award within delivery settings.
- Support a progressive learning approach that values challenge, reflection, and growth while remaining attentive to educator readiness and local conditions.

National Program Contribution

- Contribute over time to national program design, integration, and codification efforts beyond Ontario, helping to adapt and strengthen the model for broader Canadian use.
- Work with the Manager, Professional Learning & Training to ensure that design logic is translated into teacher-ready and facilitator-ready learning supports.
- Support the development of a coherent “Award Canada Way” for experiential learning integration and progressive implementation.

Other duties as assigned.

Minimum Requirements

Specific

- Experience in curriculum integration, program design, instructional leadership, experiential learning, or applied education development.
- Experience within Ontario public education or another education system with comparable complexity is highly desirable.
- Strong understanding of pathway programming, educator workflow, and implementation conditions in real delivery settings.
- Ability to translate complex concepts into practical, user-friendly tools and guidance.
- Strong analytical, systems-thinking, facilitation, and communication skills.

Highly desirable: direct experience with SHSM, co-op, dual credit, Student Success, or related experiential pathways.

- Bilingualism (English/French) is an asset

General

- Collaborative, practical, and outcomes-focused approach.
- Ability to work across functions and maintain alignment between design, delivery, and training.
- Strong organizational skills and ability to manage multiple priorities.
- Adaptability in a dynamic and evolving work environment.
- Proficient in Office 365.
- Ability to maintain confidentiality and work in accordance with policies, protocols, and procedures.

Working Conditions

- This is a full-time position based on Award Canada's standard work arrangement of 32 hours per week, worked over four days.
- The role is performed remotely, with collaboration taking place through virtual meetings, digital tools, and regular communication with internal and external partners.
- Some work in the evenings or outside regular working hours may be required from time to time to support meetings, events, or partner needs.
- The position requires extended periods of computer use and participation in meetings, requiring attention to detail and sustained concentration.
- The role may involve managing multiple deadlines, supporting concurrent projects, and responding to evolving program needs.



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