

The Ontario College of Family Physicians

Job Title:	Curriculum Design Specialist
Reports to:	Director, Professional Development & Curriculum Design
Posting:	Until Filled
Location:	Toronto, Hybrid
Pay Band:	Band 3: 77,475-108,465
Position Type:	2-year contract – 1 vacancy
How to Apply:	Please forward a brief cover letter and resume to: ocfphr@ocfp.on.ca Please use “Curriculum Design Specialist” title in the subject line.

The OCFP represents more than 18,000 family physicians across the province. We support our members by advocating for the vital role family physicians play in delivering the highest quality care to patients and families across Ontario, providing evidence-based education and professional development, and recognizing leadership excellence in family medicine. The OCFP fulfills this mandate by continually responding to changes in the healthcare landscape and the evolving needs of family doctors.

Position Summary

The Curriculum Design Specialist leads the design, development, and continuous improvement of high-quality curriculum for OCFP professional development offerings. The role contributes to OCFP’s mandate to provide evidence-based education and professional development and to deliver programs that respond to the evolving needs of Ontario family physicians.

Working collaboratively with the Professional Development team, the Specialist designs and develops curriculum, learning experiences, and educational resources across a variety of formats. This includes shaping program structure, developing learning materials, and ensuring alignment with adult learning principles and best practices in instructional design.

You are a thoughtful, detail-oriented designer with strong expertise in curriculum, instructional, and learning design who thrives in a collaborative, fast-paced environment.

Key Responsibilities:

Curriculum and Learning Design

- Lead the design and development of curriculum for PD offerings focused on clinical and practice management topics, leadership development and other accredited continuing

professional development programs.

- Develop curriculum maps, learning objectives, program structures, and integrated learning pathways.
- Design and produce learning materials, including learner resources, and practical tools that support application in practice.
- Ensure curriculum is coherent, outcome-driven, and aligned with adult learning principles and instructional design best practices.

Instructional Design and Learning Experience

- Design engaging learning experiences across formats, including workshops, virtual sessions, longitudinal programs, and self-directed learning.
- Apply evidence-informed instructional design approaches to enhance learner engagement, retention, and application.
- Ensure materials are clear, accessible, and tailored to the needs of busy professionals.

Program Development and Team Collaboration

- Work closely with the Professional Development team, including the Manager, Professional Development, to support program planning and delivery readiness.
- Coordinate curriculum deliverables across multiple initiatives and ensure alignment with program goals and timelines.
- Contribute to a consistent and high-quality learner experience across all professional development offerings.

Faculty and Partner Collaboration

- Collaborate with faculty and subject matter experts to shape content into structured, effective learning experiences.
- Support faculty preparation by providing clear materials and guidance for delivery.
- Ensure alignment between content, learning objectives, and delivery approach.

Evaluation and Continuous Improvement

- Incorporate evaluation into curriculum design and support the development of tools to assess learning outcomes.
- Analyze feedback and identify opportunities to strengthen programs and learning experiences.
- Contribute to continuous improvement by refining curriculum based on evaluation insights and emerging needs.

Knowledge Translation and Innovation

- Support the translation of emerging knowledge, research, and best practices into accessible and practical learning experiences/resources.
- Monitor trends and innovations in curriculum design, instructional design, and professional

learning.

- Contribute to the development of templates, tools, and processes that enhance curriculum design across the team.

Required Qualifications:

- 5-7 years' experience in curriculum design, instructional design, learning design, or a related role.
- Strong understanding of adult learning principles and experience applying them in practice.
- Demonstrated experience designing structured, high-quality learning experiences and materials.
- Excellent writing and editing skills, with the ability to translate complex concepts into clear and engaging learning.
- Strong organizational skills and ability to manage multiple projects and deadlines.
- Experience working collaboratively with subject matter experts and cross-functional teams.
- Degree or diploma in education, instructional design, curriculum studies, or a related discipline.

Assets:

- Experience in professional or continuing education, ideally within healthcare or a non-profit environment.
- Experience working with physicians or other regulated professionals.
- Experience designing blended, virtual, or longitudinal learning experiences.
- Experience with program evaluation and continuous quality improvement.

The OCFP is committed to fostering an inclusive, accessible work environment, where all members and employees feel valued and respected. If you require accommodation in order to participate as a candidate in the hiring process, please communicate your needs to the recruitment team.

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We thank all those who apply but only those selected for further consideration will be contacted.