

Learning and Training Coordinator (Training Specialist I)

Job Number: 31616

The Council Initiative for Public Engagement has emphasized the need to build capacity in both City of Edmonton staff and Edmontonians to create better engagement practices. The Learning & Training Coordinator will help to develop and deliver training to help City staff understand why, when and how to deliver strong public engagement and strengthen relationships with our citizens. In addition, this role will help citizens understand why engagement is important and how their contributions as participants can make a difference.

Interested? Keep reading for more responsibilities:

- Coordinate with the City of Edmonton School of Business to deliver formal learning and training, and ensure it is on time, on budget, in addition to identifying required modifications
- Provide support to planning and implementation of activities; including, developing an annual plan, setting initiatives, event planning and execution, producing meeting materials, ongoing communication related to engagement and reviewing trend and industry developments
- Develop an annual plan for the Learning & Training program to provide guidance for the implementation of formal and informal training opportunities
- Create an annual work plan including information such as budget estimates, resource needs, programs and activities evaluation, and a communications plan
- Perform industry scans to identify trends in the planning and implementation of engagement
- Provide recommendations for changes to be made, project manage the develop and implementation of these changes
- Identify and implement engagement learning opportunities for community and external stakeholders, working in partnerships to identify and implement opportunities

Qualifications:

- Completed Bachelors degree in Education, or a related discipline
- Minimum of 2 years experience in curriculum development, education program creation, maintenance and evaluation, project management, using project management tools and writing request for proposals (RFPs)
- IAP2 Foundations certification is considered an asset
- Extensive knowledge of educational principles, techniques, and practices
- Excellent written and verbal communication skills
- Demonstrated ability to research and find information through online, academic and / or networking
- Demonstrated ability to plan and implement in-person print and digital communication activities
- Strong interpersonal / relationship building with both internal and external stakeholders
- Knowledge of program coordination and management, including planning, contracting, budgeting and evaluation
- Event planning and management
- Applicants may be tested

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals.

Up to 1 permanent full time position

Hours of Work: 33.75 hours per week, Monday to Friday.

Salary: \$36.808 - \$46.267 (Hourly); \$64,846.490 - \$81,510.890 (Annually)

Recruitment Consultant: SD/JP

Classification Title: Training Specialist I

Posting Date: Jan 8, 2018

Closing Date: Jan 22, 2018 11:59:00 PM (MST)

Number of Openings (up to): 1 - Permanent Full-time

Union : CSU 52

Department: Public Engagement (Communications and Engagement)

Work Location(s): 11th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Apply to: <https://recruitment.edmonton.ca/job/CITYA000C199/Learning-and-Training-Coordinator-Training-Specialist-I>



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