

Learning Specialist, TRIEC Mentoring Partnership

The Toronto Region Immigrant Employment Council (TRIEC) is seeking a Learning Specialist, TRIEC Mentoring Partnership to oversee and deliver TRIEC Mentoring Partnership learning and training resources.

TRIEC champions the talent and experience that immigrants bring to the Greater Toronto Area. Our solutions support organizations to become more culturally inclusive, and help newcomers expand their professional networks and understand the local labour market. We collaborate with leaders and organizations to build a GTA where immigrant professionals can contribute to their fullest potential.

Role Summary

The Learning Specialist will:

1. Maintain and deliver TRIEC Mentoring Partnership learning and training resources, including e-learning resources, which help to fulfill the goals and objectives of the program.
2. Facilitate TRIEC Mentoring Partnership information and orientation sessions as well as various workshops and training
3. Continuously review and update the suite of learning resources for TRIEC Mentoring Partnership's various audiences, which includes both employers and immigrant professionals, in collaboration with the TRIEC Mentoring Partnership team members and TRIEC's Learning and Inclusive Workplaces team.
4. Identify need for new resources and working closely with the Learning and Inclusive Workplaces team, and where necessary, external consultants, to have those resources designed and developed

This role reports to the Senior Manager, Program Delivery, TRIEC Mentoring Partnership.

This is a full-time contract position to March 2019 in the first instance, with a possibility of renewal or extension, located at our downtown Toronto office.

Key Responsibilities

Learning Resources:

- Reviews and updates as necessary the existing learning, training and professional development material of the program
- Researches and identifies learning needs of mentors/mentees and works with TRIEC's Learning team to develop appropriate content to fill gaps and enhance program learning resources
- Periodically reviews and modifies program learning and training content based on needs identified internally as well as from external feedback

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- Monitors and updates training curriculum and resources including e-learning for program partners as required in collaboration with the team
- Works closely with TRIEC's Learning team to develop new learning products including workshops
- Arranges curriculum and production of e-learning modules in collaboration with the team, TRIEC Learning and Inclusive Workplaces team, instructional design consultants and video production vendors as necessary
- Leverages and customizes TRIEC Campus learning content and resources for use by program participants
- Leverages the program learning and development platform as a means to support mentor recruitment and re-engagement strategy
- Collaborates with TRIEC's Communications team to analyse online learning resources usage and develops strategies to promote increased usage

Facilitation/Administration:

- Works in collaboration with the Partnerships and Mentor Community Engagement Coordinator to support Employer Partner strategic cycle planning and to coordinate delivery of Information and Orientation sessions at Employer Partner and Community Partner sites
- Facilitates Information and Orientation sessions and ensures logistics such as confirming space, invitations, registration, set up, and tracking attendance against targets
- Coordinates, delivers, tracks and evaluates all Mentor Professional Development activities including monthly webinars, workshops, networking and other program related learning and training events
- Plans and manages the overall TRIEC Mentoring Partnership annual calendar of training events
- Monitors conversion rates of registrations for Information and Orientation sessions and develops strategy to increase participation

Other Duties as Assigned:

- All staff members work cooperatively to support each other's responsibilities where possible, and will support other TRIEC activities as assigned.
- Participate in TRIEC staff meetings and TRIEC Mentoring Partnership team meetings, present and prepare reports and information on specific area of work when required.

Qualifications and Experience

- Post-secondary degree or diploma, preferably related to Adult Education
- Strong facilitation skills with minimum three years progressive work experience in facilitating
- Demonstrated knowledge and experience in adult learning

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- Excellent verbal and written communication skills
- Knowledge of curriculum development and instructional design is highly desirable
- Knowledge of content authoring tools such as Articulate Storyline, Lectora Publisher, Adobe Captivate, or similar tools is desirable.
- Intermediate proficiency with graphic design tools, such as Snag-It and Photoshop
- Familiarity with intercultural and cross-cultural communication training and concepts is highly desirable
- Strong time management and organizational skills to manage multiple tasks and changing priorities
- Demonstrated conceptual, problem solving, negotiation and consensus building skills
- An awareness of the issues immigrants face in finding appropriate employment

Compensation

\$45,000 per annum

How to apply

Qualified applicants are invited to submit an electronic resume and cover letter in a single MS Word file or PDF format, separated by page breaks to Hiring Manager hr@triec.ca with the subject line: "Learning Specialist, TRIEC Mentoring Partnership – Your Name"

Deadline

Applications must be submitted by email by Wednesday, April 18th, 2018 at 5:00 pm.

Note: Only those applicants selected for an interview will be contacted.

TRIEC is an equal-opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC of any measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to these measures will be addressed confidentially. For more information on TRIEC please visit www.triec.ca.