

## **CURRICULUM and LEARNING DEVELOPMENT MANAGER**

**REPORTS TO** the Executive Director (ED).

**SUPERVISION OF** the Program Coordinator,  
the ICFST Project Lead,  
the ICFST Curriculum Writers, and  
Contractors

### **JOB DESCRIPTION**

The Curriculum and Learning Development Manager ensures exceptional delivery of training for the Social Enterprise, ICFST, and Caregiver Programs. They work to ensure the content is both relevant and timely, which includes training scheduling and evaluations. The position will include overseeing the development of curriculum and facilitation techniques to ensure course materials are aligned with child welfare legislation and other internal policies. They will lead a high performing team which includes staff and contractors.

### **RESPONSIBILITIES**

- Provides supervision, mentoring, coaching and leadership to direct reporting staff and contractors;
- Attends provincial and federal meetings on behalf of the Society;
- Provides proactive responses by communicating Society and partnership interests/concerns at meetings...;
- Ensures the Society's accountability and deliverables to partners and funders are achieved;
- Prepares briefing notes, proposals or reports.

### **QUALIFICATIONS**

#### **Education and Experience**

- Bachelor or Masters of Social Work or related degree and/or equivalent work experience;
- Experience working or volunteering in a non-profit is required;
- Experience working in an Indigenous-led organization.

#### **Knowledge, Skills and Abilities**

- Working knowledge and familiarity of Indigenous, First Nations, Metis and Inuit history, communities, cultures, traditions, practices;
- Demonstrated ability to use computers including Microsoft Office and administration of email accounts;
- Proficiency with computer software including Microsoft Office, Moodle and PowerPoint Ability to use software to develop and maintain correspondence, spreadsheets and tracking systems;
- Competent in use of standard office equipment including facsimile, photocopiers, and computer;
- Sound knowledge of principles, practices and procedures of basic payroll;
- Working knowledge of information management systems and the ability to maintain a high level of accuracy in information entry;
- Excellent written and verbal communication skills to discuss issues in a language suitable to the audience;
- Ability to utilize sound judgment when making decisions regarding administrative matters, determining appropriate course of action, solving problems and monitoring/evaluating/updating own work procedures;
- Excellent planning, organizing, and project management skills when navigating multiple priorities;
- Ability to foster and maintain positive working relationships with colleagues, and external contacts;
- Ability to exercise diplomacy, confidentiality and sound judgment;
- Ability to make decisions and provide advice, direction and assistance to community partners, the Board and staff;
- Flexibility to participate in occasional travel to attend meetings, conferences, seminars etc.;
- Ability to work evenings and weekends, as needed.

**CERTIFICATION**

I have read the contents of this job description and accept the position and responsibilities as described in this document.

Employee Name

Signature

Date