

PROGRAM DEVELOPMENT COORDINATOR

REPORTS TO the Executive Director (ED).

JOB DESCRIPTION

The Program Development Coordinator provides administrative support and revises programs, training curriculum, and initiatives for the Indigenous Perspectives Society's (IPS) ICFST team within the confines of the Society's vision, mandate, policy and standard operating procedures.

RESPONSIBILITIES

Under the direction of the Curriculum and Learning Development Manager the Coordinator will develop and revise curriculum design (for online and in-person classrooms) that align with adult learning principles and enhance participants' learning experience.

- Provides technical support for online training and webinars ensuring smooth training delivery;
- Updates learning management platform with curriculum revisions and additions;
- Ensures ICFST instructor guide and participant manuals are sent out in advance of each training delivery;
- Forwards inquiries and other emails from community partners to appropriate staff;
- Represents the Society at events and meetings as requested;
- Monitors areas of responsibility for opportunities for improvement and innovation to program and service delivery;
- Fosters and maintains positive working relationship with Society staff;
- Carries out other duties essential to the position as directed by the Executive Director, Associate Director and Management.

QUALIFICATIONS

Education and Experience

- Grade 12 diploma, and some post secondary education;
- General office experience, or an equivalent combination of education and experience;
- Experience in keyboarding, word processing, excel spreadsheets and other standard computer applications,
- Experience drafting correspondence independently and from written and verbal instructions,
- Asset: Experience coordinating meetings and travel arrangements.

Knowledge, Skills and Abilities

- Working knowledge and familiarity of Indigenous, First Nations, Metis and Inuit history, communities, cultures, traditions, practices;
- Working knowledge of data gathering techniques, such as research including online library to obtain technical and administrative materials for organizational use;
- Knowledge of routine office practices and of the proper form of business letters and business English;
- Advanced verbal and written communication skills including the ability to provide, obtain or follow clear, concise and accurate information orally and in writing (including spelling, grammar, context and structure);
- Ability to operate office equipment including computers, copiers, facsimile machines, and multi-line telephones;
- Ability to establish and maintain effective working relationships with staff, consultants and community partners to complete work assignments;
- Ability to work independently with limited direction, act on own initiative, set own priorities and meet tight or changing deadlines;
- Ability to exercise discretion and apply mature judgment to make decisions regarding operational and administrative matters, determine appropriate course of action, and solve problems;
- To provide or obtain information to clarify or resolve issues;
- Ability to effectively communicate and respond to routine requests or inquiries from IPS staff and community partners;
- Ability to provide technical support to online training platforms;
- Flexibility to participate in occasional travel to attend meetings, conferences, seminars; and
- 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