

Job Posting

The ICN is seeking a qualified and experienced individual to join this initiative in the role of **Learning Coordinator**.

POSITION TITLE: Learning Coordinator

POSITION TYPE: Full-time, temporary 37.5hrs/week (13 months contract).

SALARY: \$55,045. A benefit package is offered in addition to salary

REPORTS TO: Spur Change Program Director

LOCATION: While the ACGC office is located in Edmonton, the successful applicants may be allowed to work remotely from locations across Canada

APPLICATION DEADLINE: April 18th 2020

TERM: 10 May 2021 – 15 June 2022

ANTICIPATED TRAVEL: 15% travel required within Canada (in accordance with public health recommendations).

Background: The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. The independent Councils are committed to global sustainable development, social justice and social change. They are rooted in communities across Canada and represent nearly 350 diverse civil society organizations (CSOs) from across Canada. Council membership varies from locally based cultural community civil society organizations to highly recognizable international organizations.

As part of the ICN, the Alberta Council for Global Cooperation (ACGC) aims to mobilize Albertans to become global citizens engaged in sustainable development. We do this by building the capacity of network organizations, representing members' interests with government and others, and increasing the awareness, knowledge, and connections of Albertans in global issues and sustainable development. ACGC, on behalf of the Inter-Council Network, is undertaking a capacity building initiative entitled Spur Change: Knowledge Sharing & Capacity Building, to enhance the contribution of Canadian Small and Medium Organizations (SMOs) to Canada's international development efforts towards achieving gender equality, the empowerment of women and girls, poverty reduction and the achievement of the Sustainable Development Goals (SDGs).

The Learning Coordinator will use participatory approaches and follow best-practices of adult learning to coordinate and design capacity building opportunities as part of the Spur program. This person will work with the Spur team and consultants, and Spur partners to coordinate capacity building opportunities most appropriate to SMOs' needs. The Learning Coordinator will also be in charge of a new Community of Learning for SMOs.

Roles and responsibilities

Design learning activities

- Work with consultant/trainer to design and review training content and identify training outcomes;
- Identify appropriate learning methods and content delivery that work best for SMOs;
- Design and update the annual training plan (e.g. identify training topics based on SMOs needs);

- Identify learning approaches and methods for the Spur Annual conference sessions;
- Work with the team, partners, and expert working group to design content for the Spur annual Conference sessions;
- Facilitate sessions and workshops at the Spur annual conference;
- Support the consultant to carry out the program midterm need assessment;

Coordinate Learning Activities

- Coordinate with implementing partners to organize national training sessions in their regions;
- Support implementing partners in planning/delivering trainings (including venue, catering, travel logistic, registration);
- Coordinate communication between consultants/trainers and implementing partners;
- Coordinate post-training activities to consolidate learning;
- Set up and coordinate all activities of a new Community of Learning to support knowledge sharing of small and medium organizations
- Coordinate requests for proposals for capacity building opportunities;

Communication and MEL

- Update content in the Spur Resources Library;
- Work with consultants to design resources to be shared in the Spur Resource Library;
- Identify existing resources and trainings based on topics identified in the need assessment to share with audiences
- Conduct monitoring and evaluation of program following MEL plan

Other

- Carry out additional tasks directly related to the successful implementation of the Spur Change Program.
- Be responsible for working within the budget as assigned to the various areas of programming under this job description.
- Maintain organized and comprehensive files.

The ideal candidate will have:

Knowledge

- Excellent knowledge of the Canadian global cooperation sector, specifically small and medium organizations;
- Background and/or studies in adult-learning, learning event planning, international development or equivalent;
- Good knowledge of the Sustainable Development Goals and FIAP;
- Expertise in best practices of adult learning;

Skills

- Required: Fully bilingual French/English (written and oral)
- Bachelor degree or higher from a post-secondary institution;
- Experience in coordinating online and in-person trainings;

- Experience coordinating multiple stakeholders;
- Experience in designing training and identifying learning outcomes;
- Demonstrated experience using participatory approaches in adult learning (e.g. case studies, story telling, problem-solving, etc.);
- Have excellent organizational skills with a demonstrated ability to organize multiple tasks and appropriately prioritize activities;
- Have excellent interpersonal skills with the ability to respect the values and differences that all members of a small team bring to an office environment.
- Skilled in using MS Series, Google and Adobe applications;
- Experience using virtual webinar, team management, and stakeholder meeting technology in bilingual settings;
- Have a proven ability to problem-solve and work independently, in a remote office setting;
- Experience in project management in the global cooperation sector;
- Experience working for small and medium-sized organizations would be an asset;

Position Details:

- This position will report directly to the Spur Change National Program Director and can be based at the ACGC office in Edmonton or candidate working from another location in Canada will be considered.
- ACGC is strongly committed to diversity within its community, and especially welcomes applications that may contribute to the further diversification of ideas in the workplace, including Indigenous persons, persons of colour, persons living with disabilities, and members of under-represented gender and sexual orientation groups.

To apply:

To apply: Interested applicants must submit a cover letter, résumé to employment@acgc.ca by Midnight Mountain Daylight Time on Sunday, April 18th, 2021.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Alberta Council for Global Cooperation (ACGC)

The Alberta Council for Global Cooperation (ACGC) is a network of organizations and individuals, located in Alberta, working locally and globally to advance sustainable development and global citizenship, with a mission to mobilize Albertans to become global citizens engaged in sustainable development. For more information about ACGC please visit www.acgc.ca.

The Inter-Council Network of Regional and Provincial Councils for International Cooperation (ICN)

The Inter-Council Network (ICN) is a coalition of the eight Provincial and Regional Councils for International Cooperation. These independent member-based Councils are committed to global social justice and social change, and represent more than 350 diverse civil society organizations (CSOs) from across Canada. The ICN provides a national forum in which the Councils collaborate for improved effectiveness and identify common priorities for collective action. Rooted in communities across Canada, we are leaders in public engagement at a local and regional level, and are recognized for bringing regional knowledge and priorities to the national level. Visit www.icn-rcc.ca