

Recruitment & Development, Resource Coordinator Position # RDRC-10-2023

Inclusion Advocacy SENB is a dedicated, local, registered charity, leading the way in protecting the rights and promoting the interests and opportunities for people with an intellectual or developmental disability (IDD), of all ages and their families, to live full and valued lives in all aspects of society in Southeast NB.

We are seeking to hire a mature, motivated, skilled, and experienced individual for the position of Recruitment & Development, Resource Coordinator. This is a fulltime, temporary contract position.

PRIMARY RESPONSIBILITIES:

Expand, create/develop, as required, and implement modernized resources and an adapted online Recruitment, and Retention Training Resources process for the association's Board, Committees, Staff and Students, to significantly improve, and maximize access to, our current resources and approach, while enhancing IA's recruitment, retention, and training for, and development of Staff and Volunteers ...

Take a strategic approach to training by assessing the workforce and devising programs to develop new skills, and to equip association employees and volunteers with the knowledge, skills, and motivation needed to succeed in their current roles. Salary commensurate with knowledge and experience.

JOB DESCRIPTION

overall research of, learning management systems, *training models and online options, forums, evaluation, (current training, gaps and efficiencies)* development, implementation, and oversight of, (based on the result of the evaluation) existing materials: rework, develop and customize existing training documents. - create virtual material for the portal – secure/establish the necessary video elements/film and post tutorials.

expand, (create as required), customizing, of modernized effective & efficient resources and adapted online learning resources and platform (*create portals on our existing website*) for Recruitment, Retention, & Training, to significantly improve, and maximize access, effectiveness and success, for IA SENB's Volunteers (including Board, and Committee members), as well as Staff and Students.

oversight of the Budget, and sourcing of other resources (including recruitment and training of 'staff' necessary to carry out activities of this project, hiring consultants, vendor contracts, and developing training policies and procedures that meet organizational goals and budget allocations

EDUCATION, SKILLS and EXPERIENCE

Bachelor's degree in business administration, learning management systems, management or a related field
Project management certifications: Certified Associate in Project Management (CAPM), project management professional (PMP) or similar,

Working knowledge of project management software, Proficiency with Microsoft Office, and Instructional Design principles & application to online course authoring process, and

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| Budgeting Experience | Leadership |
| Developing training content | Learning Management System Software |
| Excellent Communication and Presentation Skills | Not for Profit sector experience preferred |
| English required French would be an asset | Online Platform Development |
| Excellent Organizational and Time Management | Project Management Coordination |

Interested applicants submit their resume and cover letter to contactus@inclusionadvocacy.ca by **October 31, 2023**. References and a clean Criminal Record, Vulnerable Persons Check required. Please indicate position # **RDRC-10-2023** in the subject line. **SERIOUS APPLICANTS ONLY**. We thank all applicants for their interest, however, only those selected for an interview will be contacted. IA SENB is committed to workplace inclusion.