

JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community? CDRCP is currently seeking a visionary thinker that is positive and self-motivated. Come join our team of passionate difference makers!

ABOUT THE ROLE:

POSITION: Professional Learning and Resource Specialist, Quality Initiatives

REPORTS TO: Supervisor, Quality Initiatives

WORK TYPE/ HOURS: Full-time, Permanent (35 hours/week).

EXPECTED START DATE: May 2023

This position supports the Quality Initiatives programs with a focus on capacity building through professional learning and the resource center lending library operation.

WHAT THIS POSITION HAS TO OFFER:

The successful candidate will have the opportunity to make an impact and gain unique work experience by:

Professional Learning:

- Provide support to coordinate, develop, and evaluate professional learning sessions (in person and virtually) including but not limited to workshops, conferences, podcasts, webinars (live and pre-recorded) and other modes of learning opportunities that are responsive to community needs
- Support the Quality Initiatives team with administrative and clerical duties
- Provide excellent customer service, acting as the first point of contact for community members for professional learning and resource library along with internal administrative/clerical coverage and support
- Provide support in facilitating in person professional learning, at conferences, seminars and community events and all virtual professional learning opportunities
- Responsible for procuring appropriate sub-contractors/presenters, organizing professional learning sessions and compiling the Professional Learning offerings in line with timelines
- Obtain quotes for presenters, materials, resources, and facilities as needed
- Maintain records for invoices, sales including, ordering products, and maintaining inventory
- Support the day-to-day operations of any relevant databases related to professional learning
- Collect, generate, and analyze statistics, trends, and data to make informed decision regarding professional learning and resources offered to the community
- Ensure the development of resources is based on current research and community needs

Resource Center Lending Library:

- Provide on site support to the resource center clients
- Create awareness with community/clients and programs of appropriate learning kits, materials, and features of the lending library
- Conduct administrative tasks to support the overall operations of the Resource Center including managing memberships, payments, loans, and other related activities
- Maintain records for invoices, sales including, ordering products, and maintaining inventory

- Support the day-to-day operations of any relevant databases related to resource library management
- Researching and creating new learning kits based on research and evidence based effective practices to support a variety of philosophies and curriculums
- Follow all protocols and procedures related to signing in and out of materials, including sanitation and proper handling of materials

WHAT WE'RE LOOKING FOR:

The successful candidate will:

Qualifications

- Degree or diploma in Early Childhood Education and registered with the College of ECE in good standing; adult learning and human services or related field
- Event coordination experience is an asset
- Maintain a solid understanding of project management
- Data collection, reporting and analysis to support program delivery
- Maintain broad knowledge of early learning and child development
- Knowledgeable about current and future andrological trends and innovative approaches to current operations/delivery models
- Strong analytical, negotiation, problem solving skills
- Excellent oral and written communication and presentation skills to represent the interests of CDRCP both internally and externally
- Excellent organizational skills and ability to handle a range of responsibilities at the same time through effective prioritizing and time management skills
- Effective use of current technology including MS Office, databases, social media, website maintenance, and internal approved platforms for communication
- Acceptable Criminal Reference Check
- Possession of a valid Driver's License, a safe driving record and access to independent transportation

Job responsibilities are subject to change under the direction or assignment of the CEO

HOW TO APPLY:

Please send your resume and cover letter through Indeed or email them to hemantika@cdrpc.com using the subject line "Professional Learning and Resource Specialist, Quality Initiatives". Applicants that are selected to move forward in the application process will be contacted by email.

To learn more about CDRCP please visit www.cdrpc.com.

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.