

## 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!**

**POSITION:** Professional Learning and Resource Specialist, Quality Initiatives  
**REPORTS TO:** Supervisor, Quality Initiatives  
**WORK TYPE/ HOURS:** 35 hours/week, Fixed Term Contract (1 year).  
**EXPECTED START DATE:** ASAP

### **Position Profile:**

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

### **Major Overall Responsibilities:**

In compliance with expectations of funders

### **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 need
- 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
- Professional learning session coverage and on-site and off-site presenter and attendee support
- Coordinate professional learning registrations and payments
- Provide support in facilitating 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 Booklet 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
- Receive/prepare invoices and liaise with vendors and clients
- Maintain contact lists for committees, community programs and early learning and childcare programs
- Maintain electronic documents and manage documents and information on relevant portals such as SharePoint
- Support the day-to-day operations of any relevant databases related to professional learning and resource library management
- Collect, generate, and analyze statistics, trends, and data to make informed decision regarding professional learning and resources offered to the community
- Assist with all CDRCP events (in person and virtually)
- Provide support to prepare, format and transcribe confidential correspondence, reports, forms, manuals, resource materials, agendas and minutes, surveys, feedback forms, and modifying these documents as needed
- Responding to general inquires and forwarding enquires to appropriate internal and external individuals/groups

- Ensure the development of resources is based on current research and community needs
- Manage relevant Quality Initiatives sections on the website
- Recommend professional learning opportunities based on statistical trends and data
- The incumbent is required to maintain all health and safety standards, including but not limited to the infectious disease directives and procedures, sanitation of workstations and common areas in the office as per protocols

#### **Resource Center Lending Library:**

- Providing onsite 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
- Receive/prepare invoices and liaise with vendors and clients
- 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
- Support community event to promote engagement
- Maintaining documentation, records and data, including monthly stats

#### **Qualifications**

- Post-secondary education and minimum 1 year of related experience in Early Childhood Education, Adult education, Childcare and Administrative Supports
- Registered in good standing with the College of ECEs/other relevant regulatory body
- Ability to multi-task and adapt to changing priorities
- Clear English verbal and written communication skills, second language an asset
- Acceptable Criminal Reference Check
- Ability to respect confidentiality and abide by all legislation
- Ability to work flexible hours and act independently and as a team player
- Possession of a valid Driver's License (G2 or G), a safe driving record and access to independent transportation and up to date insurance

**Job responsibilities are subject to change under the direction or assignment of the Chief Executive Officer**

#### **HOW TO APPLY:**

Please send your resume and cover letter through Indeed or email them to [tenneil@cdrpc.com](mailto:tenneil@cdrpc.com) using the subject line "Professional Learning and Resource Specialist, Quality Initiatives- Contract". 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](http://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.*