

Training Coordinator – Workplace Education Manitoba

Workplace Education Manitoba (WEM) is seeking a highly motivated individual for the position of Training Coordinator to fulfill an important and multi-faceted role who will be reporting directly to the Learning Management System Manager. This role will support a federally funded project to the end of October 2025. This project is an innovative delivery that delivers practitioner certifications across Canada to support delivery within workplaces from all sectors.

The purpose of the job is to support the Skills for Success Practitioner certification program through tracking of information, building a community of practitioners, providing strong customer service to both the team and the practitioners.

Requirements:

- 2-3 years of experience in a similar role or of a role that would include customer service
- Training or education providing growth in related fields will be an asset.
- Ability to work in a fast-paced environment.
- Strong dedication and commitment to deadlines.
- Must be good at MS office applications.
- Experienced in delivering learning in assorted styles (i.e., Presentation, E-learning, and blended).
- Excellent written and oral communication skills, including facilitation, presentation skills and excellent change management skills.
- Take initiative; Effective interpersonal skills; Flexibility; Accurate; Team player; Client focus; Reliability; Organized.
- Attention to detail.
- Strong ability to develop relationships and work in a welcoming and inclusive environment, where diversity is celebrated and where everyone can develop to their full potential.
- Applicants must be legally entitled to work in Canada.

Primary function is to manage the program trainees, this includes:

- Liaise with project team e.g., attend project meetings, provide feedback and input into various aspects of the project and program when necessary.
- Support recruitment, engagement, and social media and promotional activities.
- Support completion of training program, practicum, and mentorships for all trainees through coordination.
- Communicate with practitioners to build a community and to build excitement and engagement in the program and its possibilities.
- Devise process for, manage and collect all training program documents.
- Provide administrative support on related training activities.
- Coordinate training events and manage enrolments.
- Maintain list of facilitators and workplaces in database, working with facilitators to supply content, collecting customized content from facilitators (deliverables) contract management, follow up with workplaces and facilitators for evaluation (as directed for evaluation).
- Maintain confidentiality.

Job Type: Full Time

Salary Range: \$50,000 - \$55,000 per annum.

Work Location: Winnipeg

If you are seeking an opportunity to work with a dynamic organization, please forward your cover letter and resume on demonstrating how you meet the qualifications (including a list of references) to Workplace Education Manitoba at info@wem.mb.ca

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. Indicate **Applying for Training Coordinator** in the subject line of your email.

Deadline to submit the application is May 28, 2023.

We thank all who apply and advise that only those selected for further consideration will be contacted.