

WEM Centre Training Coordinator

WEM is currently seeking an individual who is passionate about working with our learners, Service Providers(WEM Centre Instructors) and staff. Reporting to the WEM Regional Manager, the Training Coordinator will Act as the “program quarterback” to support learning processes, program development, evaluation and learner referrals.

The purpose of the job is to manage activities, coordinate with Service Providers(WEM Centre Instructors) and perform required administrative duties in a continuous intake structure. Monitor and assist in the planning and delivery of **Essential Skills/Skills for Success** programming.

Responsibilities:

- In partnership with the Regional Manager – support the WEM vision, policies, and programs.
- Be a positive representative of WEM.
- Establish first contact with learners and evaluate the needs of each learner during the intake process to determine if they are a good fit for WEM Centre Upskilling.
- Aid in the day-to-day management of the WEM Centre and assist in organizing, planning, and scheduling WEM programs.
- Support new and existing Service Providers(WEM Centre Instructors) with **Essential Skills/Skills for Success** awareness, program delivery strategies in order to set measurable learning outcomes for learners using the WEM Centre performance criteria.
- Check in with learners on performance, resolve any issues related to their training and schedule and inform Service Providers(WEM Centre Instructors) of any findings or required changes.
- Maintain **Essential Skills/Skills for Success** focus, ensuring relevant material are used within the WEM Centre.
- Must be professional and maintain partnerships with non-profits and government representatives and referral agencies with the goal of building **Essential Skills/Skills for Success** awareness and responses.
- Develop project plans in partnership and agreement of Regional Manager including evaluation strategy, learning objectives and partnerships.
- Ongoing partner communication and project support as needed to ensure successful project outcomes.
- Ability to support ideas for customized **Essential Skills/Skills for Success** deliveries – based on knowledge of past successes and available content, both assessment and training delivery.
- Working with pre-apprentices, apprentices and Trades qualifiers is to provide **Essential Skills/Skills for Success** responses that allow individuals to be prepared for the next step, whether it be acceptance into Apprenticeship, attainment of a level or of the certification. These programs are typically within our WEM Centre drop-in services but can be isolated deliveries to support a group of learners.
- Assist Regional Manager in final evaluation and reporting.
- Assist Regional Manager to evaluate project results and outcomes.
- Support the development of participants’ Employability and **Essential Skills/Skills for Success**.

Administration tasks:

- Schedule **Essential Skills/Skills for Success** assessment, intakes, and follow-up appointments for participants.
- Create, update, and maintain filing systems organizing participant information within several areas databases for tracking, reporting and feedback purposes.
- Complete and document follow ups of participants.
- Prepare ongoing periodic reports and a summary of participant progress and statistics.

- Answer telephone calls from participants, co-workers, and the public answering questions and providing accurate information.
- Receive and send electronic mail using a clear, professional, and pleasant message.
- Photocopy materials needed for the delivery of the drop-in classes and workshops at the WEM Centre.
- Prepare end-of-program certifications for successful program participants.
- Schedule, plan and facilitate WEM Centre meetings for Service Providers(WEM Centre Instructors).
- Record and prepare minutes of meetings.
- Assist with the maintenance of technology resources, updates, IT support, and preparation for other programming.
- Maintain transparent and authentic communication within WEM and outside Organizations.
- Update and report directly to the Regional Manager.
- Other duties as assigned.

Instructional:

- Facilitate **Essential Skills/Skills for Success** assessments, both formal and informal.
- Evaluate learner progress using assessment practices and debriefing learner about assessments results.
- Support the Service Providers(WEM Centre Instructors) to monitor the needs of learners and customise their learning plan and materials as necessary to ensure Upskilling success.
- Plan and organize WEM resources to support the delivery of programming in the WEM Centre.

Qualifications:

- Administration Certification or Diploma in a related discipline with 2 years of experience in a similar role.
- Experience with project management will be an asset.
- Ability to build partnerships with individuals and partners.
- Understanding of adult education and working with adult learners.
- Demonstrate excellent organizational and management skills with an ability to identify, develop and coordinate events related to the WEM centre and the **Essential Skills/Skills for Success** field.
- Ability to handle and maintain confidential information and data in a secure manner.
- Strong leadership skills including the ability to be forward-looking, identify change and be innovative.
- Detail-orientated and works with a high degree of accuracy.
- Ability to multitask efficiently.
- Ability to change focus readily to adapt to the immediate and ever-changing needs of WEM.
- Excellent verbal and written communication skills, with attributes and knowledge of the plain language.
- Excellent digital technology skills: knowledge of computers, programs, and their operations.
- Effective and independent work skills.
- Flexible and responsible team member.
- Experience in providing instructions to meet the needs of various learners is an asset.
- Understanding of **Essential Skills/Skills for Success** training and implementation of such is an asset.



Job Type: Full Time (37.5 hrs per week)

Salary Range: \$55,000 to \$58,000 per annum.

Work Location: Brandon.

If you are seeking an opportunity to work with a dynamic organization, please forward your cover letter and resume 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 WEM Centre Training Coordinator** in the subject line of your email. Deadline to submit the application is June 29, 2023.

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

