



## **Mennonite New Life Centre of Toronto**

### **Job Posting: Trainer - Facilitator and Learning Management System (LMS) Specialist**

**Hours: 28 hours per week**

**Duration: Immediately – March 31<sup>st</sup> 2023**

**Remuneration: \$35.00 per hour**

**Number of Positions: 1**

#### **About the Organization:**

The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides a variety of settlement services, including information/orientation, language instruction, mental health supports and capacity-building workshops, public education and bridging to employment. The Centre is a tech-forward charity that utilizes technology solutions to meet the needs of its stakeholders. As a result, several of our services and programs are delivered in a hybrid format, offering clients and participants conference-in, and using various online tools.

The Trainer - Facilitator and Learning Management System (LMS) Specialist is a combined role that will interest someone who has both adult education experience workshop training and facilitation experience in teaching Essential Skills coupled with Learning Management System implementation and design (i.e., Moodle, Brightspace, D2L, etc.). This combined role is a perfect fit for someone who is a creative thinker, process-oriented, and an energetic individual with good organizational skills and above-average knowledge of LMS and information technology. For example, demonstrable knowledge of authoring and course-building processes, assignments, report generation, data consistency, integrity, accurate application administration, administrator training, and end-user support are highly desirable skills for this role. In terms of adult education training, the successful candidate should have experience working with marginalized and racialized groups and be able to demonstrate instruction skills in the areas of literacy (language, financial, and digital) and numeracy, problem-solving and creative thinking, communication, competency-based learning, and interpersonal and emotional intelligence. This role is presently operating through remote instruction and therefore, experience using Zoom Classroom, MS Teams and other similar platforms are required.

#### **Responsibilities:**

##### **Adult Education Instruction**

- Workshop and/or class preparation and outline in accordance with Program requirements
- Lesson/lecture preparation
- Attendance management
- Participant contact including providing assessment and constructive feedback to participants
- Participation in intake processes if needed, staff meetings, orientations, and graduation ceremonies
- Preparation and creation of assessments and rubrics
- Marking and grading

##### **Learning Management System Responsibilities**

- Provide support for our training programs and initiatives by scheduling classes, setting up systems and equipment, coordinating enrolment, and other duties as required
- Design and deploy course evaluations, monitor results, and formulate recommendations based on participant feedback
- Identify, engage, and partner with vendors and service providers to deliver learning solutions that meet business objectives
- Monitor individual deliverables and provide relevant and timely reporting on the training status, progress and established KPI's
- As the LMS Super User, further advance the functionality and usability of the LMS

- Supporting custom course creation to create interactive content using an authoring tool such as Articulate
- Support program events, admissions, documentation, and other program-related activities as needed
- Participate in staff meetings and professional development activities
- Participate in MNLCT committees
- Represent MNLCT at outside workshops and meetings
- Other related duties as assigned

**Qualifications:**

- A degree or diploma in Human Resources Management, Adult Education, or closely related field
- 3-5 years of adult education experience including instructional design and facilitation coupled with 2-3 years of experience designing and developing e-learning course content and LMS administration
- 2-3 years of experience working in the non-profit sector helping marginalized and/or racialized communities
- Applied understanding of the principles of pedagogy and instructional design
- Demonstrated ability to create courses for a blended training program
- Expert knowledge of HR-related databases, including Learning Management Systems (LMS) and Human Resources Information Systems (HRIS)
- Technology savvy including proficiency in MS Office 365 Suite (Outlook, Word, Excel, and PowerPoint.), proficiency with Articulate 360 (Storyline, Rise) or similar software, Moodle, D2L or other similar LMS platforms required
- Ability to maintain strict confidentiality and exercise discretion
- Works well independently and on a team with the ability to work under pressure and thrive in a fast-paced working environment
- Excellent communicator with the ability to build collaborative relationships, excellent verbal and written communication skills
- Proven ability to manage multiple projects concurrently
- Strong analytic ability and thought process, ability to problem solve
- People-oriented with substantial technology-related experience, and implementation of delivery platforms
- Commitment to an anti-oppression practice that creates inclusive environments and promotes social justice, gender equity, and respect for human rights in the workplace, specifically supporting and working with marginalized and racialized women
- Experience in the areas of Violence Against Women and Gender-based Analysis Plus
- Sound understanding of diversity and cultural sensitivity to identify and remove barriers that may prevent program participants from reaching their full learning potential/goals.

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage applicants from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT, and disabled community groups to apply and self-identify. Internal and external candidates may apply. The Centre welcomes the opportunity to discuss accommodation and ensure fairness in our hiring process.

Apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org) by August 8th, 2022. Please quote reference #TFLMS2022 in the subject heading of your application. Please note that only candidates to be interviewed will be contacted.

For more information about the Mennonite New Life Centre visit [www.mnlct.org](http://www.mnlct.org)