

JOB POSTING

Professional Development Specialist (PDS)

NEW Full-time position (35 – 40 hours per week)

Edmonton Community Adult Learning Association (ECALA) is a granting council which provides funding to non-profit agencies to support the delivery of adult foundational learning and literacy initiatives which are non-credit and part-time. ECALA promotes the value of lifelong learning, adult foundational learning and literacy through our vision “Everyone can learn”.

Recently, ECALA received funding from Alberta Advanced Education to add an employee to our small team. primarily to build adult foundational learning and literacy capacity in ECALA member agencies and Community-based Adult Learning Programs (CALPS). In addition, the PDS will support the development and implementation of a Learning and Training Plan in collaboration with Edmonton-based stakeholders.

Key Responsibilities:

- Establish, build and maintain communication and relationships with ECALA member agency practitioners and key stakeholders in the adult foundational learning and literacy community;
- Identify, coordinate and/or deliver targeted, practical professional development to increase capacity in Edmonton’s foundational learning and literacy community resulting in increased practitioner capacity to meet the needs of learners;
- Facilitate and promote the open exchange of information, resources and best practices among adult foundational learning and literacy community in Edmonton;
- Provide customized one-on-one support to practitioners including sharing resources, building connections with other practitioners, evaluation, measurement and Funding Guideline support;
- Support the development and implementation of an Edmonton-based Learning and Training Plan;
- Provide regular communication and reporting on Edmonton-based learning and Training to Executive Director, Funded Agencies and stakeholders;
- Work collaboratively with the ECALA team, Community Learning Network, Calgary Learns, Advanced Education, ECALA funded agencies and stakeholders to ensure that professional development opportunities are enhancing the foundational learning needs of learners;
- Champion foundational learning and literacy and ECALA funded programs through involvement in networking and stakeholder meetings;
- Perform responsibilities and duties within ECALA Bylaws, Policies, Guidelines and Strategic Directions;

Required Expertise and Skills:

- In-depth knowledge of adult education and foundational learning in several areas including:
 - Adult Literacy (numeracy and digital)
 - Adult Learning (foundational and essential skills)
 - Family Literacy Models
 - Tutor Training
 - English Language learning
 - Innovative and emerging learning models
- Instructional leadership, facilitation, coaching, and relationship building skills to support delivery of practical and relevant professional development
- Ability to work collaboratively with a broad range of stakeholders
- Understanding and experience in performing a needs assessment and how it can be used to inform the development and implementation of a Learning and Training Plan
- Knowledge of the unique needs of Edmonton-based learners, available resources and connections, and adult learning opportunities
- Excellent interpersonal and communication skills including reading, verbal, written, organization, time management, financial and administrative skills to maximize impact of professional development services
- Ability to learn, use, model and provide orientation of new innovative and creative approaches, outcome-based measurement and evaluation
- Ability and desire to support a positive and healthy work environment through open, honest communication and work effort with ECALA staff and stakeholders
- Proficient with Microsoft Office Applications (Outlook, Word, Excel, PowerPoint, Publisher) and Google Docs

Required Education and Experience:

- Post-secondary education or 3 – 5 years' experience working in adult education, community development or social services
- Experience facilitating adult learning in the areas of foundational education (literacy, language, etc.)

Compensation:

- Salary range will commensurate with experience and education
- Health Spending Plan of \$5000.00 per fiscal year available after three month probationary period, in addition to RRSP contribution of 2.5% per salary after one year of employment;

Deadline to Apply: **June 26, 2017 4:00 p.m.** or until a suitable candidate is found

To apply, forward resume and cover letter with salary range expectations by email to:
Debbie Clark, Executive Director ed@ecala.org

Thank you for your interest. Only candidates selected for an interview will be contacted.