Job Posting

Professional Development Specialist

Job title	Professional Development Specialist
Position type	32 hours per week
Location	Hybrid – Edmonton, Alberta
Organization	Edmonton Community Adult Learning Association (ECALA)
Reports to	Executive Director
Start date	January 2027

About ECALA

The Edmonton Community Adult Learning Association (ECALA) is a granting council that provides funding, grant support and professional development to non-profit organizations offering non-credit, part-time adult foundational learning and literacy. ECALA promotes the value of lifelong and adult foundational learning through our vision: "a community where everyone can learn and grow."

Position Overview

The Professional Development Specialist leads ECALA's professional development for adult educators, leaders and volunteers from planning through delivery. The 32-hour-per-week hybrid role develops curricula and training grounded in adult literacy and foundational learning research, facilitates sessions, and coordinates all PD activities, including PD contracted by external organizations. The Specialist works closely with the small ECALA team virtually and in our Edmonton office.

Key Responsibilities

- Lead the development and annual updating of the PD Learning and Training Plan, using PD trends and survey data from ECALA's grants team and grant recipient needs.
- Plan the annual PD calendar of workshops, webinars, multi-session series and communities of practice.
- Design curricula, facilitator guides, participant materials and reusable modules grounded in adult literacy and foundational learning research and practice.
- Facilitate PD sessions in person and online, modelling effective, strength-based and learner-centred practice.
- Design and deliver PD for external organizations under contracts arranged by the Executive Director.
- Coordinate PD activities, including scheduling sessions, booking venues, managing registrations and contacting participants.
- Prepare, organize and distribute session materials, resources, links and evaluation forms.
- Coordinate and co-design PD with contractors and guest facilitators, including agreements, scheduling and briefings, and provide guidance and feedback to keep quality consistent.
- Provide coaching and mentoring to grant recipient educators and leaders on literacy and foundational learning practice.
- Maintain records of PD activities in the PD Workbook, including participant lists, feedback and learning outcomes.
- Draft the PD portion of ECALA's Advanced Education Annual Report and contribute PD content to ECALA's Impact Reports.
- Contribute PD content (resources, research, training) to e-newsletters.

- Represent ECALA in external PD meetings and networks, as directed by the Executive Director.
- Perform other related duties as assigned.

Ethical Behaviour and Safe and Healthy Work Environment

- Act in line with ECALA's values and guiding principles, with integrity, respect and accountability in all work.
- Build positive, collaborative relationships with colleagues, grant recipients and community partners.
- Help create welcoming, respectful and safe spaces in training, meetings and events, where everyone feels valued and can participate fully.
- Use AI and digital tools responsibly and ethically, in line with ECALA's policies.
- Work within ECALA's bylaws, policies, guidelines and strategic directions.

Required Knowledge, Skills and Abilities

- Strong understanding of adult literacy and foundational learning theory, methodology and practice.
- Demonstrated skill designing curricula and PD for diverse adult educators and leaders.
- Demonstrated skill facilitating in-person and virtual sessions using Zoom and Microsoft Teams.
- Experience coaching and mentoring adult educators or front-line practitioners.
- Strong organization and administrative skills, with attention to detail.
- Proficiency with Microsoft 365 (including Forms and Bookings), Canva and AI tools.
- Excellent interpersonal and communication skills.
- Ability to work independently and as part of a small, collaborative team.

Education and Experience

- Degree in adult education, education, literacy or a related field, or an equivalent combination of education and experience.
- 3 or more years of experience designing and facilitating adult education or PD for educators or front-line practitioners.
- Experience coordinating workshops or training, including registrations, materials, facilitators and participant communication.
- Demonstrated experience applying strength-based and learner-centred approaches.
- Experience in the community adult learning or non-profit sector is an asset.

Compensation

- Salary commensurate with experience and education.
- Health Spending Account available after a three-month probationary period, in addition to RRSP contributions after one year of employment.

How to Apply

Deadline to apply: Monday, November 30, 2026, or until a suitable candidate is found.

To apply, forward your resume and cover letter with salary expectations by email to: ed@ecala.org

Please include "Professional Development Specialist" in the subject line.

Only candidates selected for an interview will be contacted.