

Construction Safety Association of Manitoba

Title: Learning and Development Advisor

Date: July 15, 2016



The Learning and Development Advisor is responsible for providing educational programming for the membership of the Construction Safety Association of Manitoba (CSAM) as well as internal training for CSAM Staff.

Reporting to the Operations Manager, the Learning and Development Advisor will be responsible for development, evaluation, and implementation of all education and development services, policies and programs.

Responsibilities:

- Develop education strategies that align with the mission/vision of the association
- Plan, develop, and provide education and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, workshops, webinars, multimedia, e-learning
- With the assistance of the Marketing and Communications Coordinator, develop regular marketing materials in support of course offerings
- Analyze education needs of member companies to develop new education programs or modify and improve existing programs
- Recruitment and development of education instructors
- Evaluate instructor performance and the effectiveness of education programs, providing recommendations for improvement
- Train instructors in techniques and skills for training and dealing with members
- Review and evaluate education programs for compliance with government standards
- Keeping accurate education records that are comprehensive and up to date
- Maintain contacts with the universities, colleges, and other training providers to determine if complimentary activities exist for course delivery or sharing of instructors
- Keep up to date with trends and industry/organizational requirements
- Other duties assigned by the Executive Director and Operations Manager

Skills & Qualifications

- Completion of Certificate in Adult Education or minimum of three years of work experience in an adult educator role
- Strong interpersonal skills that enable you to work with people at all levels and motivate others
- Proven ability to develop curriculum needed for training
- Familiar with e-learning
- Written and spoken communication skills that allow you to inform and advise others clearly
- Thoroughly knowledgeable in current industry trends in the field of education
- Strong strategic, leadership and management skills with a focus on results

This job posting closes on Friday, July 15, 2016. To apply, please send your cover letter and resume to careers@constructionsafety.ca.