



Governance Development Network (1856364 Ontario Inc.)

POSITION TITLE **Training and Development Coordinator**

REPORTING PROTOCOL The GDN Training & Development

Coordinator reports directly to and takes direction from the Executive Director.

POSITION SUMMARY: The GDN Training & Development Coordinator is responsible for the efficient and timely research, development, coordination and facilitation of the GDN training module curriculum as currently identified as well as any future needs that may arise.

The GDN Training & Development Coordinator is responsible for the efficient and timely coordination of all training development & facilitation activities assigned by the Executive Director of the Governance Development Network and for keeping the Executive Director and Board of Directors up to date on work plan tasks and activities on a consistent and timely basis.

PRIMARY DUTIES:

- Responsible for the research, development, coordination and facilitation of the community and organizational training work plan tasks and activities as identified and approved by the GDN. This includes, but is not limited to:
 - Planning and facilitating Training Workshops/Sessions
 - Research and developing training tools and presentations
 - Training Module Marketing and promotion activities
 - Workshop tasks
 - reporting to and taking direction from the Executive Director
 - communicating with the community/organization event organizer, ensuring the event is booked and confirmed as identified
 - marketing the events to First Nation communities and organizations
 - Includes preparation of all workshop material
 - Includes confirming presenters and speakers
 - Attending approved events to promote the GDN Training Modules
 - Draft, finalize with input, and issue a call for proposal/quotes for resource guides, training materials, and workbooks as identified and as approved by the Board of Directors
 - THIS POSITION IS A TRAINING FACILITATOR POSITION, NOT A MARKETING POSITION. THIS PERSON WOULD PROVIDE INFORMATION ON TRAINING MODULES TO THE WEBSITE PERSON FOR INCLUDING ON THE GDN WEBSITE

- Ensure relevant and current training information is provided to the website contractor or staff person assigned for website management, as well as providing current and up-to-date information to the Executive Director for inclusion in the GDN information brochure, conference packages, Networking Protocol and other marketing and promotional materials and resources.
- Ensure relevant GDN Board approved community & organizational training module objectives of the current Strategic Plan are carried out and that the objectives are reviewed and updated annually based on identified needs and the availability of resources, financial and organizational.
- Responsible for performing all required duties in accordance with and ensuring compliance with the approved policies and procedures of the GDN.
- Responsible for the GDN training & facilitation duties assigned, are delivered in accordance with all policies and procedures, development of guidelines and priorities of the GDN as identified in the Strategic Plan.
- Prepare quarterly / annual evaluation summaries including statistics such as number of sessions booked and attended, number of attendees, workshop cost, budget guidelines, etc., with respect to the Governance Development Network training & development area and submit to the Executive Director for review and/or action.
- Any other related duties that may from time to time be assigned by the Executive Director.

SECONDARY DUTIES:

- Report to the Executive Director on a regular basis and at a minimum quarterly, the activities of the Coordinator, including a narrative and financial report.
- Aid First Nations who contact the GDN regarding matters of developed training workshops and sessions.
- Be familiar with or research legislation affecting matters of First Nation Governance, including, but not limited to the Indian Act, Treaty Rights, Canada Labour Code, Federal and Provincial Government structures.

EDUCATION/ PROFESSIONAL REQUIREMENTS

BSc degree in Education, Organizational Psychology or relevant field or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills including classroom/workshop teaching, facilitation and presentations.

- Previous experience as a Training Facilitator, Training Coordinator or similar role an asset;

- Hands on experience or the ability to acquire knowledge of Learning Management Software (LMS) an asset;
- Knowledge of traditional (e.g. oral, storytelling) and modern educational techniques essential;
- Demonstrated ability to complete a full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate essential

SKILLS REQUIRED

- Must have excellent communication skills, verbal and written.
- Must have excellent organizational and time management skills.
- Accounting/Finance skills, including budget development, budget monitoring and forecasting abilities.
- Excellent Human Relations/Public Relations skills essential.
- Proficiency in report/proposal development skills essential.
- Must have the skills and capacity to take initiative and multi-task.
- Must have a proficient level of computer skills including Training and facilitation software applications.
- Must be able to travel and have access to a reliable vehicle.
- Must be able to work irregular hours, when required.
- Must have an exceptional understanding of the First Nation people/governance protocols including culture and traditions, socio economic conditions etc.

SALARY GRID CLASSIFICATION #0(a) – Project Specific Positions