

EDUCATION CENTRE FACILITATOR AND PROGRAM SPECIALIST

LOCATION: WINNIPEG, MANITOBA

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Under the supervision of the Director, Negotiations and working closely with the Safety and Health Specialist and the Administrative Assistant, Education Centre, the Education Centre Facilitator and Program Specialist will provide overall coordination of the Membership Education program, including the development of course content.

RESPONSIBILITIES

- Membership Education Program:
 - Create annual course schedule and Membership Education Guide in collaboration with the Communications Unit.
 - Work with staff and member facilitators regarding scheduling, materials, and equipment.
 - Provide direction to Administrative Assistant and Production Specialist regarding course binders, handouts, etc.
 - Facilitate courses (in-person and online) and provide back-up as required.
 - Staff liaison for Membership Education Committee.
 - Primary responsibility for Local Table Officer biennial sessions.
 - Provide support to standing committees and assist in organizing conferences and educational events.
- Facilitation, Coordination, and Mentoring:
 - Provide ongoing support and mentorship to staff and member facilitators.
 - Develop and facilitate annual Facilitator Training.
- Curriculum/Material Development:
 - Collaborate with other staff to develop participant and facilitator curriculum materials and custom courses.
 - Responsible for ongoing evaluation and updating of curriculum materials and courses.
 - Work with outside facilitators and organizations to develop and deliver courses.
 - Create and distribute print materials (Education Guide, Steward Handbook, and customized New Member Orientations).
- Financial Awards:
 - Work with selection committees to ensure selection process is understood and timely selections are made.
 - Authorize payments to recipients.
- Other duties as assigned.

QUALIFICATIONS

- Post-secondary education in Adult Education and extensive experience developing and delivering educational programs for adults.
- Working knowledge of unions.
- Demonstrated program planning, facilitation (in-person and online), coordination, and logistical skills.
- Curriculum development experience using principles of clear language design.
- Strong interpersonal and group communication skills.
- Experience public speaking.
- Ability to multi-task and work independently as part of a team.
- Able to work flexible hours including evenings and weekends.
- Must have a valid driver's license and be able to travel including overnight hotel stays.
- Proficient computer skills (MS Word, PowerPoint, Adobe Connect) and basic understanding of desktop publishing principles.

Please forward resume to humanresources@mgeu.ca by December 10, 2024 at 4:00pm