



## EMPLOYMENT TRAINING PROGRAM

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### JAKE'S HOUSE EMPLOYMENT TRAINING PROGRAM

Jake's House Employment Training Program is an innovative, adaptable program that supports the integration of individuals aged 16+ with autism or a developmental disability, into the workforce. The program leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

### JOB TITLE: LEARNING AND DEVELOPMENT COORDINATOR

**Company:** Canadian Blood Services

**Type of Role:** Regular Full-Time

**Location:** Toronto, Brampton and Ottawa

**Deadline to Apply:** Wednesday October 23<sup>rd</sup>, 2024

|                      |                                    |                       |                                 |
|----------------------|------------------------------------|-----------------------|---------------------------------|
| <b>Job Title:</b>    | Learning & Development Coordinator | <b>Salary Pay:</b>    | \$62,607 - \$71,260             |
| <b>Job Type:</b>     | Regular Full-Time                  | <b>Hours of Work:</b> | 40 hours/Week                   |
| <b>Posting Date:</b> | N/A                                | <b>Closing Date:</b>  | October 23 <sup>rd</sup> , 2024 |
| <b>Fixed Term:</b>   | Ongoing                            |                       |                                 |

#### Overview:

Please note this role will work in a hybrid environment. **The successful candidate must be located near a Canadian Blood Services site, with a strong preference for our Ottawa site - 1800 Alta Vista Drive**, and will be working a mixture of on-site and off-site work based on the parameters for our operations to meet the needs of our donors, our staff and our communities. Currently, employees are expected to have an in-person presence for at least 40% of their work time. This requirement may vary depending upon circumstances.

#### About the role

Canadian Blood Services is looking for a **Regular full-time Learning and Development Coordinator** to join our dynamic **Learning and Development team** in our **Talent Strategy department**.

The **Learning and Development team** is responsible for supporting Canadian Blood Services to design and implement leadership and employee development strategies and programs to meet current and future organizational needs.

As a member of the Learning & Development team, you will play an integral role in the implementation, delivery, evaluation and enhancement of learning and development initiatives aligned to organizational and



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divisional priorities. Primarily, you will focus on managing the execution of learning and development programs that contribute to an engaging employee experience, support the growth of a development culture, and help employees develop the skills to meet current and future challenges. This includes: the administration, coordination, communication, tracking, evaluation, and reporting of development programs and processes, that support employees and leaders to learn and grow in a manner consistent with the organization's needs and values. You will perform a variety of duties to support and engage the organization in utilizing Learning and Development programs. A key aspect of this work includes continuously improving programs and processes to ensure they are equitable, inclusive and help to foster everyone's potential. You will also contribute to information gathering, reporting and analysis of learning and development programs and related items/issues.

### Here is what you will do:

- Harnessing your passion for supporting the learning and development of others, you will provide information to clients about development programs, coaching options, assessments etc. and regularly monitor, communicate and advise clients through the general Learning & Development inbox and promptly respond to client inquiries to help them navigate the development offerings.
- Leveraging your exceptional organizational skills and ability to prioritize multiple initiatives, you will be responsible for the accurate and timely administration of the development offerings, including program registration, purchase orders/agreements, invoicing, maintenance of the digital learning platform(s), and record keeping.
- Focusing on your strong data analysis capability and attention to detail, you will ensure accurate record keeping, evaluation and participation data records are maintained and current.
- Drawing on your demonstrated analytical abilities and continuous growth mindset, you will analyze development data, review for trends and information that will support the team in creating improvements to development resources for the organization. You will collect, analyze, interpret and provide participation and evaluation data for all development programs, assessments, and coaching for continuous improvement purposes and in support of the quarterly corporate reports.
- Utilizing your excellent administrative and problem-solving skills, you will leverage technology-based learning tools, conduct analysis on utilization, user experience, and other key metrics; develop reports summarizing trends, and identifying gaps and opportunities for improvement.
- Applying your creativity and innovation, you will contribute to the design and curation of content for employee and leadership development workshops, information sessions and programs.
- Concentrating on your excellent event coordination abilities, you will manage the administration and logistics for the in-person Leadership Summit (1x/year) for 130+ senior leaders. You will also support the administration and execution of other leadership and talent strategy programs, processes, tools and systems as required.
- Using your excellent customer service skills and proven ability to establish, develop, and maintain effective and professional working relationships, you will manage vendor agreements and relationships for learning and development initiatives to ensure the value and cost effectiveness of external partnerships.
- Performs other related duties as required.



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### Qualifications

- Completion of a post-secondary level education in a relevant discipline from a recognized academic institution, preference to certificates in Adult Education and knowledge of adult learning methodology and/or equivalent combination of education and experience.
- Minimum 1-2 years of experience coordinating learning and development programs, preferably in a large organization or corporate environment.
- Strong data analysis capability and experience are essential.
- Strong written and oral communication skills in English is essential.
- Experience with coordinating large-scale events or conferences.
- Expert knowledge of and proficiency with Microsoft Suite, including Excel, Word, PowerPoint.
- Experience and proficiency in the use of Learning and Development technologies (e.g., Learning Management Systems, Digital Learning Platforms, Adobe Authoring tools, eLearning Authoring tools, On-line assessment tools, etc.).
- Completed or in progress training/designation/certifications within any of the following: Institute for Performance and Learning (formerly CSTD), Certified Human Resources Professional (CHRP) designation from the Human Resources Professional Association (HRPA) or equivalent designation, International Coaching Federation (ICF) or ICF-accredited coach training, Adult Learning, Career & Academic Advising, Project Management, will be considered an asset.
- Working knowledge of project management principles is an asset.
- An equivalent combination of education, training and experience may be considered.

### Application Process:

The first step in the recruitment process is for interested candidates to register with the Jake's House Employment Training Program. [Click here](#) to register as a candidate, and someone will be in touch with you to schedule a get to know you call, and then support your application process.

If you are already registered with Jake's House, please email [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca) with the company name and role you wish to apply for, and a copy of your resume.

Applicants will be shortlisted for participation in the next step based on a review of each applicant assessing the likelihood of fit for the roles for which we are recruiting.

### FOR MORE INFORMATION

Please direct any questions to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca)

For more information about Jake's House, visit [www.jakeshouse.ca](http://www.jakeshouse.ca)

We look forward to hearing from you!



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