



## **Training Coordinator Contract Position – Health Care Human Resource Sector Council**

The Health Care Human Resource Sector Council (HCHRSC) is an industry based, not-for-profit organization that works with diverse partners and stakeholders in the health care sector, including employers, employees, educators, associations and government to address sector-wide human resource planning and development.

The Council is currently in search of a skilled Training Coordinator to fill an eight (8) month term position, three days per week, November 2019 to June 2020, located in Halifax, Nova Scotia.

Under the direction of the Executive Director, the Training Coordinator will ensure the smooth and effective roll-out of training programs offered by the Health Care Human Resource Sector Council. The training coordinator will oversee all aspects of coordination of training, for both large and small-scale programs. During the contract period, the Coordinator will keep detailed records of their activities in order to evaluate successful completion of the project(s) deliverables.

## **Training Coordinator Duties and Responsibilities**

- Market training opportunities to stakeholders that provides all necessary information and participant requirements by assisting in the development and dissemination of project materials.
- Provide program information to ensure up to date information is available on the Council's website [www.hcsc.ca](http://www.hcsc.ca).
- Keep record of # of programs offered, participant lists, to measure effectiveness and generate summative evaluation reports with the goal of defining the impact of training on employee skills and KPIs.
- Ensure evaluation data is complete and as required, submitted to training oversight organizations.

- Connect with stakeholders and liaise with various facilitators regarding instruction and scheduling
- Coordinate training facilities, necessary equipment and training materials.
- Communicate with organizations for the purposes of registration and maintain participant records.
- Provide monthly program and financial reports as required by the Executive Director on activities and expenditures.
- Prepare a final report and recommendations.

## Training Coordinator Requirements and Qualifications

- Outstanding communication skills, both written and verbal
- Demonstrated work experience as a training facilitator and organizing multiple training events.
- Strong working knowledge of training design as well as proof of successful implementation of training programs.
- Strong knowledge as well as demonstrated experience in project management.
- Computer skills, including Microsoft Office, Excel.
- Exceptional organizational skills including the ability to handle multiple assignments and prioritize work.
- Ability to work independently in a multi-task, fast paced environment.
- Valid Nova Scotia Drivers License, reliable vehicle with adequate vehicle insurance.
- Able to lift up to 30 lbs.

### **LANGUAGE**

- English

### **WORK ENVIRONMENT**

- Fast paced, multifaceted work environment requires dexterity, primarily seated.

### **SALARY**

- Hourly wage of 25. per hour based on 21 hours per week

### **APPLICATION**

- Apply by email only to [everest@hcsc.ca](mailto:everest@hcsc.ca). Application deadline October 31, 2019. Only those applicants selected for interview will be contacted.

