



JOB POSTING

Professional Development Liaison (PDL)

32 hours per week

Do you want to be part of creating positive change for adult learning? Join a small team passionate about supporting diversity, equity, and inclusive practices.

The Edmonton Community Adult Learning Association (ECALA) is a granting council that provides funding to non-profit agencies to support the delivery of adult foundational learning and literacy initiatives that are non-credit and part-time. ECALA promotes the value of adult literacy and lifelong learning through our vision of *“a community where everyone can learn and grow.”*

As a vital link between ECALA and its adult learning community, you will be crucial in building inclusive relationships, promoting the ECALA mission, demonstrating learner-centred practice leadership in supporting diverse learning goals and facilitating effective communication.

Learning and Training Plan:

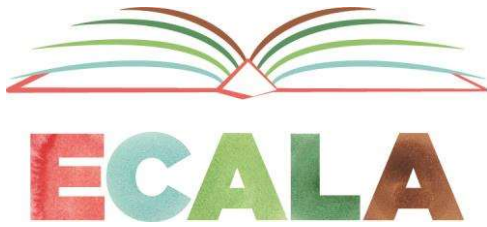
- Needs Assessment: Use multiple assessment approaches to understand and identify skill-building goals of community practitioners and volunteers supporting funded adult learning opportunities.
- Prepare an Annual Learning and Training Plan which meets the skill-building needs of the community.
- Coordinate and deliver relevant and practical professional development, resulting in increased practitioner capacity to meet the needs of diverse learners;
- Implement the Plan with the support of ECALA staff and other PD providers.
- Report on the indicators, outcomes and impact of the Plan.
- Regularly communicate and report on the Plan to the Executive Director, funded Agencies and stakeholders. Reporting would include indicators of success, outcomes and impact of the Plan.

Community Conversations:

- Act as a bridge between funded agencies, PD providers and the adult learning community, fostering positive relationships and participating in community educational events.
- Plan and organize community events, workshops, and meetings that promote community engagement, education, and awareness of the importance of literacy and foundational learning opportunities.
- Champion adult foundational learning and literacy opportunities and ECALA-funded programs through involvement in networking and stakeholder meetings;

Collaboration:

- Facilitate and promote the open exchange of information, resources and best practices among adult foundational learning and literacy community in Edmonton;
- Collaborate with the ECALA team to provide coaching and mentoring support to funded agency practitioners and volunteers.



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Required Experience and Education :

- Extensive experience facilitating adult literacy, numeracy, digital and family literacy and English Language Learning.
- Knowledge of learner-centred practice, adult learning principles and First Peoples learning principles.
- Experience working with diverse adult learners and practitioners.
- Knowledge of the unique needs of Edmonton-based learners, available resources and connections, and adult learning opportunities
- Understanding and experience in performing a needs assessment and how it is used to inform the development and implementation of a Learning and Training Plan
- Demonstrate excellent interpersonal and communication skills, organization, relationship building and administrative skills to maximize the impact of professional development services.
- Ability and desire to support a positive and healthy work environment through open, honest communication and work effort with ECALA staff and stakeholders
- Proficient with Microsoft Office Applications (Outlook, Word, Excel, PowerPoint, and SharePoint)
- Experience using ZOOM and virtual meeting apps and software.
- Post-secondary education or 3 – 5 years experience working in adult education, community development or social services

Compensation:

- The salary range will be commensurate with experience and education
- A health spending plan, wellness time, and RRSP contribution of 4% of the annual salary are available after a successful three-month probationary period.

Deadline for applications is Monday, July 15, 2024

Applicants are required to email a resume and cover letter with salary range expectations or send their questions by email to:

Debbie Clark, Executive Director at ed@ecala.org

We appreciate your interest; however, only candidates selected for an interview will be contacted.