

<b>Job Posting</b>	<b>Learning Coordinator/Moderator</b>
<b>Organization</b>	Egale Canada
<b>Department</b>	Learning
<b>Reports to</b>	Manager of Learning
<b>Term</b>	Permanent, Full-Time
<b>Location</b>	120 Carlton St, Toronto
<b>Application deadline</b>	Open until filled
<b>Apply to</b>	<a href="mailto:jobs@egale.ca">jobs@egale.ca</a> , cover letter required (see details)

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

Egale is committed to equity diversity inclusion and decolonization (EDID) and encourages applicants committed to assisting us in expanding and growing in this regard. In addition, we encourage applications from women, Black ethno-cultural groups across the African Diaspora racialized as Black, racialized minorities, First Nations, Métis and Inuit peoples, Indigenous peoples of North America, persons with disabilities, 2SLGBTQI persons and other historically marginalized groups.

## The Opportunity

Reporting to the Manager of Learning, the Learning Coordinator/Moderator is responsible for a range of duties around the planning, scheduling,

implementation and tracking of training initiatives, for virtual and in-person deliveries, and providing moderation for webinars. The Learning Coordinator/Moderator is a highly organized person with excellent attention to detail, and a demonstrated ability to thrive in a fast-paced work environment. The Learning Coordinator must be located in Toronto and willing to work from the head office at 120 Carlton, on a daily basis.

## Core Duties & Responsibilities

- Schedule virtual and in-person training initiatives (using various systems such as Outlook, Zoom, Egale's learning management system, etc.) and ensure the booking calendar is accurate and up to date.
- Plan and book travel as necessary for Egale's Learning Team.
- Provide on-site administrative support to the Learning Team, including preparation of educational materials needed for training initiatives (such as printed handouts and trainer "kits").
- Prepare digital components for virtual deliveries such as inputting descriptions and registration questions, creating survey links, webinar polls, etc.
- Respond professionally to "Learning" related email inquiries
- Record financial transactions in Egale's accounting system for Director approval related to Learning activities.
- Provide and/or contribute to reports, statistics, written narratives and other administrative documentation as required for funding and organizational reports.
- Set up the live sessions in LMS and Zoom, prepare poll questions, and distribute access link to participants.
- Speak on camera during live training events at key moments in support of training facilitators.
- Respond and track participant inquiries through the chat during live sessions.
- Manage unexpected system glitches or technical issues in LMS and during live training events.
- Post session follow-up re evaluation.
- Provide analysis of post session evaluation reports.
- Provide and/or contribute to reports, statistics, written narratives and other administrative documentation as required for funding and organizational reports.
- Other duties, as directed, for the delivery of the Department's strategic priorities and/or to meet key deadlines.

## Education

- Completion of post secondary degree or diploma in education, social sciences, project management or related field of study.
- An equivalent combination of education and experience may be considered.

## Experience

- Experience (3-5 years) providing administrative and client service support, including travel booking and scheduling events.
- Strong familiarity with video conference tools such as Zoom, and experience in setting up virtual classroom sessions.
- Experience working with learning management systems.
- Expertise and/or lived experience around 2SLGBTQI equity and inclusion.
- Experience with moderation or facilitation; public speaking

## Knowledge

- Excellent knowledge of planning and scheduling events, including booking travel.
- Knowledge of Microsoft Office applications, including Planner, SharePoint, and Teams.
- Knowledge of virtual classroom platforms and learning management systems.
- Knowledge of Anti-Racism and Anti-Oppression frameworks, intersectionality, principles of equity, diversity, inclusion, and decolonization (EDID) and human rights more broadly.
- Understanding of webinar management/engaging facilitation or moderation styles

## Abilities/Skills

- Strong problem solving and analytic skills.
- Exceptional communication skills, written and oral.
- Strong interpersonal and relationship building skills.
- Proven ability to multi-task in a busy environment and work well under pressure while meeting time-sensitive demands.
- Willingness to work with flexibility, including working alternative hours and changing priorities.
- Ability to determine priorities, be self-directed and work with minimal supervision.



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**Salary range:** As established by the Collective Agreement.

## **How to Apply**

Egale is doing amazing things and we want you to be part of our team and continued success! If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please submit an electronic copy of your resume/CV and a cover letter with subject line "Application for Learning Coordinator/Moderator" to [jobs@egale.ca](mailto:jobs@egale.ca)

Applications will be considered as they are received until the position is filled. While Egale Canada thanks all candidates for their application, only those selected for an interview will be contacted.

## **Egale's Statement on Employment Equity and Diversity**

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.