

Job Posting: Learning Specialist Consultant

Company Overview: The Association of Service Providers for Employability and Career Training (ASPECT) provides leadership, education, advocacy, and public awareness in support of community-based workforce development service providers. We support our members to ensure that the needs of those seeking a meaningful and sustainable livelihood are met. ASPECT has nearly 100 organizational members throughout BC who are leading experts in the delivery of career training programs to improve the chances of employability and job retention for their clients.



Position Overview: We are seeking a motivated and experienced Learning Specialist Contractor to develop and deliver engaging and informative webinars, conference sessions, and workshops for our members. The ideal candidate will have a passion for adult education, a strong understanding of the employment services industry, and the ability to create dynamic learning experiences that address the diverse needs of our membership base.

Responsibilities:

1. **Content Development:** Create and curate relevant and up-to-date content for webinars, conferences, and workshops that align with the professional development needs of our association's members.
2. **Program Design:** Develop comprehensive learning programs that encompass a variety of formats, including virtual webinars, in-person conferences, and interactive workshops.
3. **Collaboration:** Work closely with internal stakeholders, subject matter experts, and external partners to identify key topics, speakers, and resources for each learning opportunity.
4. **Facilitation:** Facilitate live webinars and workshops, ensuring smooth delivery and active participant engagement through interactive activities, discussions, and Q&A sessions.
5. **Evaluation:** Collect feedback from participants to assess the effectiveness of learning initiatives and continuously improve future programs based on evaluation results.
6. **Promotion:** Assist in the promotion and marketing of learning events to increase attendance and engagement among association members.
7. **Technology Management:** Oversee the technical aspects of webinar platforms and virtual conference tools to ensure seamless delivery and troubleshoot any issues as needed.
8. **Documentation:** Maintain accurate records of learning program content, participant feedback, and other relevant documentation for reporting and future reference.

Qualifications:

- Bachelor's degree in Education, Training & Development, or a related field (Master's degree preferred).
- Proven experience in instructional design, curriculum development, and adult learning principles.
- Knowledge of the employment services industry, including workforce development, job placement, and career counseling.
- Strong project management skills with the ability to manage multiple priorities and deadlines effectively.
- Excellent communication and presentation skills, both written and verbal.

- Proficiency in virtual learning platforms, webinar hosting software, and other technology tools.
- Ability to work independently and collaboratively in a fast-paced, team-oriented environment.
- Flexibility to adapt to changing priorities and evolving needs within the organization.
- Experience working with associations or membership-based organizations is a plus.

Duration and Compensation:

This is a contract position with a flexible duration based on project needs. Compensation will be commensurate with experience and negotiated upon selection.

Join our team as a consultant and help us empower employment service professionals through high-quality learning opportunities that drive excellence and innovation in our industry!

Request for Proposals Deadline: April 30, 2024

Please submit your proposal and questions to Janet Morris-Read, CEO, at jmorris-reade@aspect.bc.ca.