

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

E-learning Coordinator

Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate).

Scope

Reporting to the Program Manager, the E-learning Coordinator responsibilities include communicating with CILR Coordinator to identify training needs and mapping out development plans for individuals Certificate in Indigenous Language Revitalization (CILR) program. The E-learning Coordinator is responsible for managing, designing, developing, coordinating IT support for CILR. The E-learning Coordinator will gather materials, shape courses and working to integrate e-learning into a live classroom. The E-learning Coordinator will work with the University of Victoria and KKETS to support the online courses and training of the CILR program.

Reporting to

KKETS Program Manager

Education

Proficiency or aptitude for information & technology and/or willingness to learn. Previous experience in an eLearning environment related field considered asset.

Previous Experience

- Proficiency or aptitude for information & technology and/or willingness to learn. Previous experience in an eLearning environment related field considered asset
- Previous experience selecting or producing media to use during training, using basic knowledge of computer programming to prepare a course website
- Excellent written and verbal communication skills
- Good problem-solving skills
- Knowledge of Aboriginal Employment & Training
- Fluency in Cree, Ojibway or Oji-Cree is considered an asset

Knowledge, Skills, and Abilities

- Previous experience selecting or producing media to use during training, using basic knowledge of computer programming to prepare a course website
- Excellent written and verbal communication skills
- Good problem-solving skills
- Knowledge of Aboriginal Employment & Training
- Fluency in Cree, Ojibway or Oji-Cree is considered an asset

Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace

- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The employee may have to travel locally and throughout the region to various communities, during various weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

Primary Duties and Responsibilities

PLANNING

- An e-learning specialist works to oversee the operation and development of online e-learning programs or computer-based virtual courses

COORDINATION

- Ensure that the operation of the eLearning component of the program meets the expectations of its clients, Board and Funders

- Communicate with program manager and Executive Director to keep them informed of the computer and virtual based work of the program

ADMINISTRATION

- Conduct training needs assessment and identify skills or knowledge gaps that need to be addressed
- Prepare program reporting requirements
- As an e-learning specialist, your duties include selecting or producing media to use during training, using basic knowledge of computer programming to prepare a course website
- Work with subject matter experts to gather materials and shape courses and working to integrate e-learning into a live classroom
- Work with the University of Victoria and KKETS to support the online courses and training of the CLR program

OTHER

Perform other duties as required

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____