

Training Administrator – Ref. No. 19025 Administration – Human Resources Permanent | Full-Time

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory.

What we do and why we do it:

The Alex Community Health Centre improves quality of life in our communities through a comprehensive model of healthcare. Our focus is on prevention, and our team of professionals work hard to step in before long-term interventions are needed, giving preventative care in a welcoming, easy to access environment.

We are currently seeking a **Training Administrator** to work with our Human Resources team. The ideal candidate is one who can build relationships and work with little supervision while supporting multiple projects in a fast-paced, not-for-profit environment. This full-time position will appeal to a highly organized, deadline-driven professional who will be responsible for administrative duties related to the delivery of training and organizational development programs.

What you will do:

- Identify, source and coordinate relevant training and education opportunities with Instructors and ensure their effective delivery
- Communicate with Leads and Associate Directors to identify training needs
- Develop training strategies and materials
- Carry out planning, coordination, and evaluation of organization-wide training programs
- Coordinate workshops with multiple teams
- Act as the first point of contact for vendors of training workshops and learning materials; screen and negotiate pricing and contracts as required
- Obtain and distribute required instructional materials
- Communicate schedules and details to staff
- Responsible for the administrative tasks of all training programs
- Maintain and update a training database; provide outcome statistics and reports as required
- Review and revise interactive and engaging e-learning material
- Responsible for the technical and logistical elements of online training programs
- Develop & facilitate orientation programs

What you will bring:

- Diploma in related disciplines with 2 - 5 years of experience preferably in a not-for-profit environment; an equivalent combination of experience and education may be considered
- Ability to collaborate and work seamlessly with all levels of staff and management to enhance staff development and increase engagement
- Commitment to working respectfully in a diverse team environment sharing expertise, knowledge, and a willingness to support organizational activities and priorities
- Excellent oral and written communication skills in the English language; strong attention to detail
- Highly organized and flexible while managing multiple projects and deadlines
- Solid time management and workshop coordination skills
- Demonstrated proficiency with Microsoft Office products including Access, Excel, Word and Outlook. Experience with Learning Management System, data management or membership management system; video-editing will be an asset

Why you want to work with us:

The Alex is an innovative and diverse organization which seeks to invest in its employees and see them succeed in their chosen careers. If you are seeking a deeply rewarding, yet challenging career helping Calgary's vulnerable populations, this might be the place for you!

- 3-paid weeks of Vacation
- Paid Wellness and Personal Days
- RRSP Matching after 6 months
- Reimbursement of Professional Designation fees
- Investment in Professional Development
- Health and Lifestyle Enhancement benefit

How to apply:

If you are as passionate as we are about making a difference in people's lives, please email your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line.

Deadline to apply is Friday April 26, 2019 at 4pm.

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.