



## Summer Employment Opportunity

### CURRICULUM DEVELOPER

#### **About YWCA Edmonton**

YWCA Edmonton is a non-profit women's organization that advances the wellness and growth of women, girls and families. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, and supporting people with disabilities.

#### **Job Summary**

Working with the YWCA Disability Services team to research and create engaging training programs for staff's professional development. Ongoing professional development helps to ensure that the Individuals we serve are receiving the highest quality of care possible and plays an integral part in helping to achieve the organization's missions, vision, and values.

Reporting to the Learning and Development Manager, this individual will be a natural educator with a passion for adult learning. They possess superior verbal and written communications skills, and are detail-oriented, creative, resourceful, and intuitively driven. They have strong professionalism and the ability to effectively work with, and present their final products to representatives from organizations in the Edmonton.

#### **Responsibilities:**

- Independently research, review, and summarize pertinent materials related to course subject-matter
- Establish expected learning outcomes for workshop
- Author presentations (i.e. PowerPoint) to be used by other educators for staff professional development
- Create learning material for participants (i.e. handouts etc.) and training material (instructor's guide etc.) as needed
- Attend regular meetings off-site meetings for status updates (in personal vehicle)
- Prepares progress reports and feedback to direct report
- Manages expenses and budgets according to plan
- Other duties as assigned.

#### **Qualifications Required:**

- Pursuing a degree or advanced education in the areas of education, adult learning; or other applicable disciplines
- As this job is funded by the Canada Summer Jobs grant, eligible candidates must be between 18 and 30 years of age
- Minimum 1-2 years experience in either curriculum development or education facilitation
- Excellent computer skills (Microsoft Office, PowerPoint etc.)
- Experience with authoring a variety of educational materials considered an asset

**Checks & Insurance:**

- Able to provide a clear Criminal Record and Vulnerable Sector Check
- Able to provide a clear Intervention Record Check

**Working Conditions:**

- 2-month contract (up to 280 hours)
- 35 hours per week

**How to Apply:**

Submit your resume and cover letter to **Louise Hogg, *HR Business Partner*** via email at [L.hogg@ywcaedm.org](mailto:L.hogg@ywcaedm.org)