



Council for Safe Communities

Employment Posting

Position Title: Training & Project Coordinator

Contract starting immediately until August 25, 2022 (10+ months)

The **Training & Project Coordinator** works with and is supervised by the Interim Director, Community Initiatives and EDI for the effective and professional coordination of REACH training and project coordination.

About Us: REACH does its work on traditional lands of First Nations and Metis people, on Treaty 6 Territory. Those who live on Treaty 6 are beneficiaries of this peace, friendship, relationship agreement. We acknowledge those Indigenous peoples who came before us to Turtle Island. Together we call upon our collective honoured traditions and spirits to work in building a safe environment for present and future generations.

Training Responsibilities

- Managing, designing, developing, coordinating, and conducting all training programs
- Identify community facilitators and/or agencies/partners who can provide learning opportunities in specific areas of practice and learning.
- Work with facilitators to develop and design workshops, info sessions and/or webinars while providing good customer service to training attendees.
- Organize training logistics, such as managing event registration and booking space/webinar platform, potentially catering.

Qualifications and Skills

- Post-secondary education in social sciences or in a related discipline
- Three to five years of relevant experience
- Proficiency in report writing, time management
- Commitment to Equity, Diversity, and Inclusion (EDI)

Equity Diversity and Inclusion

At REACH, we value and are committed to building a diverse, inclusive organization and accessible workplace where all individuals feel valued, respected, and heard. We are most interested in finding the best candidate for the job! As a diverse organization, we strive for all staff to feel safe in expressing their cultural identity, sharing, learning, and appreciating diverse cultures including Indigenous and gender variant identities.

Submit your cover letter and resume by September 28, 2022 12 noon.

hr@reachedmonton.ca

Only those who are considered for an interview will be contacted.

