



Founded in 1965, Christian Horizons is a non-profit, faith-based charitable organization supporting people with disabilities in Canada and around the world. With over 3,500 employees, Christian Horizons supports nearly 2,000 people with developmental disabilities and their families. Christian Horizons supports people within their communities throughout Ontario and Saskatchewan. Internationally, Christian Horizons works in partnership with local organizations to promote the inclusion and rights of people with disabilities in six developing countries.

**LEARNING COORDINATOR**  
(24 hours/week)  
**Resource and Leadership Centre – Kitchener/Waterloo**

Reporting to the Director of Workplace Learning, the Learning Coordinator oversees the core administrative functions of the systems required for the delivery of workplace learning across the organization. As a member of the Workplace Learning team, they work alongside the Workplace Learning representatives within the seven Districts of Christian Horizons. Duties are shared with a second Learning Coordinator, so teamwork and collaboration is essential.

**Main Duties:** The Learning Coordinator provides orientation, database training and support to Learning and Development Managers, Learning Facilitators and Recruitment and Development Specialists; manages our Learning Management System; maintains data integrity of organizational training records, including course evaluations and survey feedback; accesses statistical data for Key Performance Indicator (KPI) reports; maintains the online course registrations system; incorporates course content into e-learning curriculum; maintains the Workplace Learning resource library; manages/maintains the Workplace Learning webpages; provides learning resources to instructors; manages departmental budget related activities (invoices and costs); provides reliable and quality customer service to Direct Support Professionals, Program Managers, district and department leads. Performs other duties as required and assigned by the Director of Workplace Learning.

**Requirements:** The successful candidate must have 2 years of previous work experience, College Diploma on a related field of study (Database Management, Web Development or Business Administration preferred), Strong MS Office skills required. Strong written communication, problem solving and collaborative skills required. Exceptional administration skills, a High level of self-direction and creativity is required. Assets include: related education in Database Management, Web Design, SharePoint, Learning Management Systems and Articulate Storyline.

*All persons may apply regardless of religion or any Human Rights Code protected grounds. We seek to provide accessibility through all stages of the hiring process for all applicants with disabilities consistent with our Accessibility Policies and the AODA. Please let us know if you require an accommodation and we will work with you to meet your accessibility needs.*

**Application Deadline:** February 3, 2019

**Start Date:** March 4, 2019

**Applicants must submit a résumé and cover letter in writing by February 3<sup>rd</sup>, 2019, to:**

**Director of Workplace Learning**  
C/o Resource and Leadership Centre  
4278 King Street East, Kitchener, ON N2P 2G5  
Phone: 519-650-0966 / Fax: 519-650-8984  
Email: [jobs@christian-horizons.org](mailto:jobs@christian-horizons.org)

*We thank all applicants; however, only those qualifying for an interview will be contacted. Please visit our web site at [www.christian-horizons.org](http://www.christian-horizons.org)*