



EMPLOYMENT OPPORTUNITY

Training and Development Coordinator

KSCS is seeking an experienced and skilled individual to develop, implement and evaluate the training and development programs for KSCS.

Under the supervision of the Team Leader of Human Resources, The Training and Development Coordinator is responsible for assisting with the ongoing, long-term improvement of employees' skills through a variety of training and development tasks. Assesses and coordinates the training that will provide staff with knowledge, practical skills, and motivation to carry out work-related tasks.

Required Education & Experience:

- Bachelor's in Human Resources or equivalent/other related field one (1) to three (3) years experience.
- D.E.C./Certificate in Business Administration, with three (3) to five (5) years of experience.
- High School diploma plus five (5) to seven (7) years of experience.

Status: Indefinite full-time position, with a six (6)-month probationary period.

Salary: Starting at \$31.75/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply: No Deadline.

GENERAL INFORMATION

Code:	
Job Title:	Training & Development Coordinator
Department:	Human Resources
Date of Job Description:	January 2023
Date of Revision:	N/A
Job Reports To:	Team Leader of Human Resources

JOB DESCRIPTION SUMMARY

Under the supervision of the Team Leader of Human Resources, the Training & Development Coordinator is responsible for developing, implementing, and evaluating all comprehensive training and development programs for KSCS.

With general management supervision, independently applies learned skills and knowledge associated with the job family to complete diverse, moderately complex assignments within defined policy and according to objectives.

The Training & Development Coordinator functions in a variety of training and development tasks. Responsibilities include a multitude of activities. Acts as the main point of contact for all training related enquires. Conducts research and compiles data to analyze training needs to assist in preparing budgets and training materials. Handles the learning and professional development of the organization's workforce.

The Training & Development Coordinator assists with the ongoing, long-term improvement of employees' skills, enabling them to fulfil their potential within the organization. Assesses the skills and knowledge within the organization and determines what training is needed to develop and retain these skills. Coordinates the training that will provide staff with the knowledge, practical skills, and motivation to carry out work-related tasks. Maintains records of progress and achievements and evaluates the outcomes by measuring effectiveness of the trainings in fulfilling KSCS' mission.

The Training & Development Coordinator makes decisions that are based on significant analysis and interpretation within policy. Modifies methods, techniques, and procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Recommendations and decisions are generally accepted as accurate and sound. Seeks consultation or guidance as needed.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
Develops, coordinates, and oversees the KSCS Training & Development Program	<ul style="list-style-type: none"> ➤ Conducts a Needs Assessment to identify skills or knowledge gaps. ➤ Researches and develops effective and interactive training programs and materials for employee development and organizational enhancement. ➤ Develops and coordinates the training programs in accordance with the Training & Development Framework. ➤ Develops and maintains a database of all training and development records and reports statistics to the HR Team Leader. ➤ Revises training plans as necessary, in order to adapt to changes occurring in the work environment. ➤ Ensures that statutory training requirements are met. ➤ Develops and implements innovative promotional, educational and public relations strategies. ➤ Ensures that promotional and educational materials are up-to-date. ➤ Develops and maintains training and travel procedure manuals, guides and course materials. ➤ Develops and provides orientation materials of all training programs to employees. ➤ Researches and retains external training providers. ➤ Keep up to date on the latest training, learning, and development techniques.
Provides & Coordinates Training to KSCS Staff	<ul style="list-style-type: none"> ➤ Compiles, assesses, and coordinates professional, career and self-development training needs and plans for all employees based on service delivery priorities. ➤ Develops selection criteria for participation in training. ➤ Coordinates requests for customized training for specific priorities and needs. ➤ Conducts training evaluation to measure effectiveness to ensure the organization meets its strategic goals and achieves results. ➤ Inform employees of available training opportunities. ➤ Design and create methods for registration, tracking and recognition for participation in training. ➤ Facilitates learning through a variety of delivery methods including on-the-job coaching, virtual learning, and classroom instruction. ➤ Assists trainers and facilitators in developing training agendas and materials to ensure consistency of the training courses. ➤ Coordinates all employees external training and travel arrangements in alignment with policy. ➤ Compiles and tracks professional certification and expiration dates.

Oversees Training and Development Budget	<ul style="list-style-type: none"> ➤ Prepares annual training budget. ➤ Seeks alternate funding sources for training. ➤ Ensures travel advances for training requests are in alignment with travel policy and submitted to Finance for employees. ➤ Ensures all travel expenses including supporting documentation are submitted to Finance. ➤ Verifies accuracy of invoices and payments for training. ➤ track employee training/skills and provide statistics for budgeting and annual reporting ➤ Provide cost effective methods for training and development. ➤ Monitor training costs to ensure budget is not exceeded and prepare budget reports to justify expenditures.
Performs any other job-related duties as may be required by the immediate Supervisor	

COMMUNICATIONS	
Team Work:	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Frequently provides training or giving information to stakeholders or clients.

ENVIRONMENTAL FACTORS	
Type of Schedule:	➤ Regular work week, moderate flex required.
Stress Factor:	➤ Moderate stress (some periods of high stress).
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures, directives, and Kanien'kéha Language initiatives. ➤ To successfully develop the KSCS Training & Development Program. ➤ To provide continuous development of KSCS employees. ➤ To develop, advocate, oversee, implement and align policies, programs, special projects, procedures and databases for Human Resources Services around best practices in HR. ➤ To further develop knowledge of external programs and available resources. ➤ To operate within the prescribed budgets ➤ To maintain a secure and accurate training database. ➤ To maintain confidentiality practices. 	

QUALIFICATIONS	
Education and Experience required	<ul style="list-style-type: none"> ➤ Bachelor's in Human Resources or equivalent/other related field with one (1) to three (3) years experience. ➤ D.E.C./Certificate in Business Administration, with three (3) to five (5) years experience. ➤ High School diploma plus five (5) to seven (7) years experience.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Strong communication skills. ➤ Strong knowledge of various teaching methods. ➤ Strong computer and typing skills with excellent knowledge of Microsoft Office and database systems. ➤ Research skills (project management, interviewing and investigating). ➤ Knowledge of Human Resource Management theories, strategies, and techniques. ➤ Knowledge of employee benefit programs, policies, training and services, such as Group Medical/Life Policy, Group Pension Plan, as well as Unemployment Insurance and Mohawk Self Insurance Plan. ➤ Knowledge of Federal and Provincial Labour standards. ➤ Knowledge of performance management theory and practices. ➤ Strong organizational skills and abilities to re-prioritize work as new demands surface. ➤ Strong attention to detail. ➤ Ability to use discretion when handing confidential documentation. ➤ Sound project planning skills. ➤ Strong work ethic. ➤ Strong verbal and written communication skills. ➤ Ability to work with minimal supervision. ➤ Ability to work in a team setting. ➤ Ability to multitask. ➤ Possession of a valid driver's license and access to a vehicle. ➤ Lifestyle must reflect that of a positive role model.
Assets	➤ Knowledge of Kanien'keha language.

Immediate Supervisor

Incumbent

Date