



Learning and Development Officer

The National Association of Federal Retirees is the largest national advocacy group representing pensioners, their partners and survivors, from the public service, the Canadian Forces, the Royal Canadian Mounted Police and federally appointed judges. We are a not-for-profit association with over 165,000 members in 79 branches across Canada and are supported by over 1,000 volunteers.

The Association offers an excellent benefit package, including a defined benefit pension plan, paid sick leave, Health and Dental coverage, a wellness credit and support for professional development.

The National Office of the Association is seeking a dynamic Learning and Development Officer who is responsible for the coordination and delivery of virtual and in-person training and information sessions to approximately 1,000 Association volunteers from across the country, as well as Association members, prospective members and staff.

With the support of in-house subject matter experts this position implements initiatives that support NAFR's training curriculum including the national Volunteer Training Program by identifying training needs, contributing to the development of course content, scheduling, coordinating and facilitating training sessions using various platforms (classroom, online, self-study, etc.) and evaluating training outcomes.

The incumbent helps to develop and deliver virtual webinars, information sessions and workshops for specialized volunteer roles, coordinates group and individual training for National Office staff and is responsible for the administration of Pre-retirement courses for federal public servants, using both classroom and virtual formats, as delivered by external partners and staff subject matter experts.

The successful applicant will have the following key attributes:

- A Bachelors degree in a related field
- A minimum of 5 years experience in supporting and coordinating training activities, preferably for adult participants
- Knowledge of adult instructional and learning theory and principles
- Understanding of instructional design and training methodologies
- Significant experience in organizing and facilitating on-line and web-based learning activities
- Highly proficient in the use of the following platforms, or similar:
 - Zoom
 - Eventbrite
 - Articulate 360 E-learning
 - PowerPoint
- Proficient in the use of Microsoft Office and Teams collaboration tools
- Proficient in Client Relationship Management (CRM) systems and video and image editing software (e.g. Snagit)
- Oral fluency in English and French

- Exceptional communications and presentation skills
- A high degree of problem solving and analytical abilities
- Highly developed planning and organizational skills
- Excellent writing skills in English (at a professional level)
- Ability to work cooperatively with others to achieve team or organizational tasks and/or goals.
- Ability to interact/communicate effectively, tactfully, and diplomatically with volunteers and staff

In addition, the following would be considered a significant asset:

- Experience working for a not-for-profit volunteer-based organization

The Association is committed to the fundamental principles of equitable employment opportunity and strives for fair and dignified treatment in all aspects, terms and conditions of employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability. We are committed to inclusive, barrier-free recruitment and selection processes, and a work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.

Our National Office is located in Ottawa, Ontario. During the pandemic, and until further notice, all staff are working remotely.

If you are interested in this rewarding opportunity, please submit your application to: careers@federalretirees.ca. Please note that only candidates selected for an interview will be contacted.

For more information about the *National Association of Federal Retirees*, please visit www.federalretirees.ca