



Position: Professional Development Specialist-Adult Foundational Learning
Reports to: Executive Director
Date Posted: February 28, 2019

Do you have in-depth knowledge and experience with adult literacy and foundational learning?

Do you have strong facilitation and coaching skills?

Are you passionate about building the capacity of adult foundational learning programs in Calgary?

If so, Calgary Learns would love you to join our small yet nimble team as a full-time Professional Development Specialist!

About Us

Calgary Learns is supported by funding from Alberta Advanced Education's Community Adult Learning Program (CALP). We build capacity of the Adult Foundational Learning field in Calgary through:

- Providing grants to local non-profit organizations that operate learner-centered programs that build adults' proficiency in foundational skills
- Providing professional development, support and guidance to foundational learning organizations and practitioners to build their capacity to develop and deliver effective learner-centered programs
- Supporting the connectivity between organizations to ensure access and smooth transitions between learning programs/services for adult learners
- Advocating for the needs of adults with foundational learning needs within the community
- Promoting the value of learning for adults who are developing their literacy and essential skills

Key Responsibilities

- Relationship-building: facilitate and support critical connections among adult learning and literacy system stakeholders
- Identify professional development required to increase program staffs' capacity to address the needs of adult learning at the foundational level
- Coordinate and deliver targeted, practical professional development to Calgary's foundational learning community and organize training using the expertise of other relevant professional development providers to address identified needs
- Provide customized one-on-one support to help program staff of funded programs with resources, connections and mentoring
- Facilitate and promote the open exchange of information, resources and best practices among adult foundational learning community in Calgary



- Work collaboratively with the Calgary Learns team, as well as the Community Learning Network (CLN) and Alberta Advanced Education to ensure that CALP professional development opportunities are enhancing the capacity to meet the foundational learning needs of adults
- Champion adult literacy and learning, and be an ambassador for the work of Calgary Learns and the funded programs we support

Required Expertise and Skills

- In-depth knowledge of adult education and adult foundational learning
- Strong training, facilitation, mentoring, coaching and community development skills
- Demonstrated ability to work collaboratively with a broad range of stakeholders
- Demonstrated instructional leadership and strong relationship building skills
- Understanding and experience using needs assessment to inform the planning, coordination and delivery of relevant, quality professional development and training
- Excellent interpersonal and communication skills including verbal, written and presentation skills
- Knowledge of available resources and connections to meet community adult learning needs
- Strong organizational and administrative skills
- Ability to manage and allocate time and financial resources effectively
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint, Google Drive)
- Creative and innovative approaches - the ability to think outside the box

Education and Experience

- Post-secondary education in a related field (such as adult education, community development or social services)
- Experience in community adult foundational programming and delivery

Deadline to Apply: **March 25, 2019** or until suitable candidate is found

To apply, forward resume and cover letter with salary range expectations by e-mail to: jobs@calgarylearns.com using the subject line "Professional Development Specialist"

Thank you for your interest.
Only candidates selected for an interview will be contacted.