



**Position:** Professional Development Specialist-Adult Foundational Learning  
**Reports to:** Executive Director  
**Date Posted:** September 4, 2019

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**Do you have in-depth knowledge of Adult Literacy and Foundational Learning to share?**

**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 is looking for you to join our small, yet nimble team as a full-time Professional Development Specialist.

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

- Providing program and initiative grants to local non-profit organizations
- Supporting professional development opportunities for staff working in adult foundational learning programs
- Promoting the value of learning for adults who are developing their literacy and essential skills

#### **Key Responsibilities**

- Identify and coordinate and/or deliver targeted, practical professional development to Calgary's foundational learning community with the goal of increasing program staffs' capacity to meet the needs of adult learners
- 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
- Be a key relationship-builder: Facilitate and support critical connections among adult learning and literacy system stakeholders
- 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
- 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, to maximize program impact
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint)
- 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)
- Extensive experience in Community Adult Foundational Programming
- Leadership experience in delivering professional development
- Experience working with adult literacy learners would be a strong asset

Deadline to Apply: **September 27, 2019** or until suitable candidate is found

**To apply, forward resume and covering letter with salary range expectations by e-mail to:**

**[jobs@calgarylearns.com](mailto:jobs@calgarylearns.com)**

**Please use the subject line "Professional Development Specialist"**

Thank you for your interest.

Only candidates selected for an interview will be contacted.