

JOB POSTING

Job Title: Education Lead

Location: Edmonton

Term: Full time - Permanent

If you are a strong facilitator and educator with a passion for empowering people through knowledge, the role of Education Lead may be the right fit for the next step in your career.

Capital Region Housing is hiring an Education Lead to deliver educational programming across the province. Capital Region Housing is a not-for-profit organization that is the largest provider of social and affordable housing in the Edmonton area, and one of the largest in Alberta. We manage over 4,500 social (community) housing units, over 600 near market (affordable) units and administer over 3,000 rent subsidies. Capital Region Housing has also delivered the HOME Program for over 15 years, helping those with low to moderate income Albertans who wish to move into home ownership.

Reporting to the Director, Policy, Research and Strategic Initiatives, the Education Lead is responsible for overseeing educational programs offered by Capital Region Housing, internally and externally, including the RentSmart program and home ownership educational offerings. This position is key to the delivery of these programs across the province. Internally, the Education Lead works with departments to develop and implement training for staff and coordinates Capital Region Housing's SUCCEED Project.

As an external representative of Capital Region Housing, the Education Lead will develop strong working relationships with community organizations across the province. The Education Lead will be required to become a certified Master Trainer with RentSmart and deliver train-the-trainer sessions across Alberta and support community educators delivering tenant education in their community. The Education Lead will develop and maintain the curriculum and delivery (online and in person) of the home ownership educational offerings. The Education Lead will be responsible for ensuring the programming materials remain current and relevant and to help coordinate any curriculum updates as needed. The Education Lead will also be responsible for program evaluation and monitoring trends that may impact delivery.

The ideal candidate for the role of Education Lead will be someone who is passionate and knowledgeable about adult education and facilitation. You will have demonstrated strong group facilitation experience and expertise, and the ability to facilitate asset-based approaches within transformative training. You must have the ability to deal with complex and difficult situations, exercising strong judgment and be able to maintain strong working relationships with a diverse group of stakeholders. You will have strong organizational skills and have excellent oral, written, analytical and technical skills, being able to effectively gather and report on data. As the manager of the Administrative Coordinator, you will possess strong leadership qualities and management skills.

Qualifications:

A related university degree is required. A minimum of three years of related experience is also required. Demonstrated experience with instruction, training and knowledge of adult

