



**Life's a Conversation.**

## **Job Posting Lead, Professional Education, and Implementation**

**Position Type:** Full Time, Permanent (35 hrs/ wk.)

**Job Region:** ON - Metro Toronto Area

**Location:** Hybrid model (online and on-site at office)

**Years of Experience:** 3-5 years Application Deadline: Nov 10, 2023

**Starting Date:** ASAP

**Join our team! The Aphasia Institute seeks an experienced, dynamic learning and development professional looking for a unique and exciting role that makes a real impact both in Ontario and internationally.**

Reporting to the Executive Director, you will use your professional knowledge, and experience to lead the Aphasia Institute's social enterprise portfolio. This includes the development, execution, evaluation and growth of Professional Education, Training and Resources (ETR), and delivering outstanding user experiences for learners, participants, and collaborators.

### **More about the role:**

- Provide expertise and project management to develop learning journeys for clinical audiences and ensure the integration of adult learning principles
- Partner with our internal and external subject matter experts to develop and deliver professional training, webinars, eLearning, micro-learning, and other related resources and tools
- Analyze and interpret learning analytics and other data to identify opportunities for improvement in the design and delivery of content, processes, tools, and technologies
- Conduct environmental scans and gather data to develop the roadmap for our Professional Education Implementation framework
- Develop project management templates, processes, and track progress for ETR initiatives
- Engage and build professional and effective working relationships with employees at all levels of the organization, external vendors, and stakeholders
- Collaborate with the ETR team to develop an annual operational plan and a stakeholder engagement plan
- Administer Learning Management System and other digital learning tools and act as technical support for end users
- Collaborate with the communications staff to plan communications and marketing, for professional training, webinars, and resources
- Act as the contact and liaison with external vendors Learning Management System (LMS), online tools, eLearning, and website
- Facilitate the creation of tailored knowledge products for conferences, meetings, and related activities
- Support knowledge translation activities related to research and development as required
- Other duties as required

## WHAT MUST YOU BRING?

### Qualifications/Experience required:

- University Degree in an associated discipline (Education, Science, Health Sciences, Business)
- Certificate/Diploma in Adult Education *OR* Certified Training and Development Professional Designation
- Minimum of 3-5 years' experience in learning and development, with a focus on professional training and adult learning
- Proven ability to develop internal and external networks
- Expertise with developing online learning tools including micro-learning and self-directed eLearning
- Shown ability to understand business strategy and translate it into solutions that support strategic goals
- Strong editing, proofreading, and writing skills; and, proven technical and persuasive writing skills
- Social media competence and experience developing social media strategy
- Proven ability to manage multiple projects, workflows, and timelines
- Practical experience designing program evaluation and an ability to analyze data
- Respects the expertise of others and takes advantage of opportunities to learn from them
- Ability to work independently, reliably and take initiative
- Strong problem-solving and risk assessment skills
- Advanced proficiency with Office 365, LMS
- Proficiency with Zoom, Jira, WordPress, Canva, Eventbrite, Constant Contact, Survey Monkey
- Experience with using UX design methods such as user research and testing to improve existing systems, tools and platforms

### Assets

- Experience in the community, healthcare, OR research sector
- Experience with knowledge translation theory and practice
- Relevant clinical expertise
- Graphic design and video editing abilities

## WHO WE ARE

We are a not-for-profit organization with a collaborative approach and a commitment to teamwork. The organizational structure reflects a community of individuals with aphasia, their families, volunteers, staff, and supporters who are dedicated to reducing language barriers to full-life participation at local, provincial, national, and international levels. We aim to give hope and make a difference to the quality of life and well-being of individuals with aphasia and their families, wherever they may be.

The Aphasia Institute offers a hybrid work model, competitive salary, and benefits package. We seek to attract and retain individuals who work well together to create and sustain a vibrant, healthy, safe, and caring community. We encourage applications from people of all ages, persons with disabilities, people from racialized communities, people identifying as Indigenous, persons of all sexual orientations and gender identities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

**Please send your cover letter with salary expectations and your resume to Caryl Pereira at [cpereira@aphasia.ca](mailto:cpereira@aphasia.ca) no later than Monday November 13, 2023**

**Compensation type:** Salary and Benefits

**Amount:** To be discussed

Only those candidates selected for an interview will be contacted. We regret we are unable to accept telephone inquiries.