

JOB POSTING

Training and Education Coordinator (Contract - 12 months)

Daily Bread Food Bank provides support to a network of over 130 member agencies running food programs in Toronto. In order to support these member agencies Daily Bread provides food, funding and knowledge sharing. Daily Bread also publishes the influential *Who's Hungry* report - an annual survey measuring trends in food insecurity and poverty in Toronto.

Job Title	Training and Education Coordinator
Department	Programs and Services
Reporting to	Director, Program Strategy
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Salary:	\$63,000 - \$68,500 per annum
Terms:	35 hours a week / 12 months Contract, Full-Time, Hybrid
Schedule:	Monday to Friday with occasional events that you can accrue lieu time for

Other considerations for you:

- 100% employer-paid health and dental benefits.
- Free daily lunches when on-site at 191 New Toronto St office.
- 15 days of paid vacation per year.
- Paid sick leave and personal days.
- A hybrid work environment.
- Recognized as one of Greater Toronto's Top Employers (2024).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.
- Active social committee.
- Free on-site parking.

POSITION OVERVIEW

This new position at Daily Bread will bring together existing training programs and develop new ones. The Training and Education Coordinator will be responsible for curriculum development, coordination of training opportunities and often presenting. In addition, they will be responsible for the development and deployment of educational resources to the network which may include a variety of media.

The Training and Education Coordinator works under the direction of the Director, Program Strategy and with Programs & Services staff.

RESPONSIBILITIES

- Develop a set curriculum to support member agencies to deliver services to the community. Work with Director, Program Strategy to tailor programming to meet the needs of members.
- Coordinate the activities of Daily Bread's Training Program. Maintain an updated training calendar on the online member portal.
- Create and deliver engaging and dynamic in-person and online workshops, educational videos and materials and a peer learning program to support the learning and development of the member agencies which vary from small community groups, to large multi-service organizations.
- Utilize various training methodologies, including classroom training, virtual learning, and blended learning approaches to ensure trainings and resources are available in accessible formats that meet a variety of learning styles and education levels of member agencies.
- Provide insights gained from workshops regarding challenges faced by members to the team.
- Develop evaluation tools and methods to measure and report on the effectiveness of training programs; gather and analyze feedback from participants to continuously improve training content and delivery.

INTERNAL/EXTERNAL RELATIONSHIPS

The Training and Education Coordinator interacts internally with staff, volunteers, and students daily, and externally with Daily Bread members and their staff and volunteers.

EDUCATION/EXPERIENCE (or equivalent)

- Post-Secondary Certificate, Diploma or Degree in a Training/Educational field or equivalent combination of training, education and work-related experience.
- 4+ years' experience designing and facilitating experiential workshops.
- Demonstrated knowledge of adult learning styles, interactive learning methods, conflict resolution, group facilitation, and presentation skills.
- Experience creating in-person and virtual education materials.
- Experience developing, implementing, and assessing community programs, particularly food programs, is an asset.
- Education in social work, community development or related community services work or equivalent experience is an asset.
- Fluency in more than one language is an asset.
- A driver's license is required, and access to a vehicle is an asset.

KEY COMPETENCIES

- A passion for the mission of Daily Bread and a knowledge of current issues that affect those living in poverty.
- Experience working for and with people living on a low income and from diverse cultural groups.
- Experience in working with complex interpersonal dynamics of groups including equity-seeking communities.
- Excellent interpersonal and leadership skills.

- Ability to facilitate the development of teams.
- The ability to work independently, as a team member, and as a team leader.
- Outstanding verbal and written communication skills. Able to present information in a clear and engaging manner.
- Excellent organizational skills, showcased through successful project management, including coordinating timelines and resources to achieve objectives efficiently.
- Strong crisis intervention and conflict management skills. Ability to remain calm under pressure and able to respond quickly and effectively to challenging situations
- Able to multi-task and prioritize to meet targets and timelines.

WORKING CONDITIONS

The Training and Education Coordinator will work out of the office, from home and will travel across Toronto to member agencies. Working within the social sector can result in exposure to challenging situations often involving trauma, stress and individual crises.

Some evening and weekend work will be required and can be scheduled in advance.

HOW TO APPLY

To be considered, applicants must submit a cover letter and resume by **Friday, August 9th, 11:59 p.m.** to careers@dailybread.ca with the headline "Training and Education Coordinator". Interviews for the position will be conducted on a rolling basis.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups and those with lived experience of poverty or food insecurity. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.