

# We're Hiring!



## Training and Professional Learning Manager

**Status:** Regular, Full-time (37.5 hours per week)

**Position level:** Level 7

**Hiring range:** \$61,549.78 - \$71,353.06 annually

**Salary range:** \$61,549.78 - \$82,717.76 annually

**Job location:** Mothercraft College of ECE, 646 St. Clair West

### A little about us

Hi, we're Mothercraft, and we're so excited to meet you!

For nearly a century, we've been a trailblazer in promoting healthy child development and supporting families in our community. We're dedicated to excellence and constantly exploring innovative concepts and ideas related to child care and education.

Our approach is grounded in the latest research, which guides every aspect of our work. This includes everything from our high-quality child care and enrichment programs, to our specialized services for children and families with unique needs, and our comprehensive training programs for childcare providers and other professionals.

At Mothercraft, we celebrate diversity and strive to cultivate a warm and inclusive environment that welcomes everyone. Join us in our mission to help children thrive and families flourish!

### A little about our Education and Training Division

At Mothercraft, we are dedicated to providing exceptional child care and early learning experiences that promote healthy development for all families. The Education and Training Division includes Mothercraft's College of Early Childhood Education and training department. Mothercraft's College of Early Childhood Education offers a twelve (12) month, four-semester, accelerated and intensive diploma program in Early Childhood Education. The Mothercraft Diploma in Early Childhood Education is recognized by the College of Early Childhood Educators (CECE) and is a Registered Career College with the Ministry of Colleges and Universities (MCU). Mothercraft also offers professional learning opportunities for individuals and groups working in the early learning and early years sectors as well as training programs related to Home Based Child Care, Enhanced Language Training and Professional Development.

## Job summary

As the **Training and Professional Learning Manager**, you will play a crucial role supporting Mothercraft's College of Early Childhood Education. Your passion for continuous professional learning and ability to connect with adult learners and professionals will be instrumental in fostering a positive and engaging atmosphere. You'll work alongside a team of dedicated educators, trainers and faculty staff, collaborating to provide professional learning opportunities for students and professionals. Sound exciting? Here's a little more...

## As the Training and Professional Learning Manager, you will...

- Report to the Director of Education & Training and provide leadership for the day-to-day operations of the training department in keeping with the Mission, Vision, and Values of the organization.
- Delivery existing training programs that are offered at Mothercraft College in-person, online, or within the community as requested.
- Design and deliver training in the community and at conferences, as required, on topics decided by the community or conference organizers (Pedagogical Leadership, Mentoring, Professional Learning).
- Incorporate surveys and evaluation to revise curriculum as needed and develop training based on community requests/sector needs.
- Develop and/or implement systems that allow the mandate and goals of the department to be achieved efficiently and effectively.
- Coach, mentor, and support staff development, including the provision of regular feedback through supervision, annual performance appraisals and career development planning.
- Support employees in meeting the organization's expectations for productivity, quality, and goal accomplishment, as articulated in the Strategic Plan.
- Oversee all professional training activities in consultation with the Director of Mothercraft's training department and prepare, review and revise training content as required.
- Oversee trainer(s) to ensure content is well planned and prepared and meets training objectives as per Mothercraft standards and stakeholder expectations.
- Utilize the learning management system (Moodle) and other electronic platforms/applications (Zoom/Teams) for successful delivery of trainings and professional learning as assigned.
- Develop and implement outreach and marketing plans to grow and expand the training programs offered.
- Identify, plan, and facilitate outreach activities, including conducting presentations, disseminating information, and participating in community events.

### **You will be set up for success if you have...**

- A Master of Arts in Curriculum & Pedagogy or Master of Education in Education in Curriculum & Pedagogy is preferred. Master of Arts or Master of Education with a combination of experience in the field of early learning and care and post-secondary education.
- Registration with the College of Early Childhood Educators is preferred.
- Three (3) years of experience in delivering adult education and/or community training with the early learning sector.
- Knowledge of pedagogy, instructional design methodologies, and adult education principle in development and delivering content and professional learning materials is preferred.
- Supervisory and/or leadership experience.
- Proven interest in broader child care sector and college community.
- Satisfactory vulnerable sector police reference check
- Full vaccination with a recognized COVID-19 vaccine
- Valid G Driver's Licence and access to vehicle

### **As the ideal candidate, you possess...**

- A strong communicator with skills in written and verbal communication
- A collaborative team member and an ability to work independently
- Having a strong ability to multi-task and excellent organizational skills
- An ability to be flexible and adapt to changing priorities
- Ability to work in a fast paced, complex, and team based adult learning environment
- Having strong knowledge of the early learning and care sector

### **Why you'll love working at Mothercraft**

Our people are at the heart of everything we do here at Mothercraft, and we take pride in fostering an inclusive space that inspires our team to love where they work! From rewarding career opportunities to a comprehensive benefits package and a defined benefit pension plan, we go above and beyond to prioritize your success and here's how we do it...



#### **Team**

We're a team of passionate individuals who are committed to supporting healthy child development and making a positive impact on families and communities.



#### **Benefits**

Enjoy a comprehensive benefits package that includes extended health, dental, life insurance, and long-term disability coverage, ensuring that you and your family are well taken care of.



### **Pension**

Take advantage of our defined benefit pension plan, which provides financial security and stability for your future.



### **Time off**

Enjoy generous paid time off, including vacation starting at 3 weeks, 12 sick days, and 3 floater days a year, allowing you to take the time you need to recharge and relax.



### **Financial wellness**

Participate in our financial wellness program through Enriched Academy, which provides resources and tools to help you achieve your financial goals and improve your financial well-being.



### **Life-long learning**

We're life-long learners here at Mothercraft. Grow your skills and knowledge through our professional development opportunities which will help you stay up-to-date with the latest research and best practices in the field.



### **Extra support**

Access our Employee and Family Assistance Program, which provides confidential support and resources to help you and your family with a wide range of personal and professional challenges.

## **Next steps**

**Apply today by submitting your resume to [careers@mothercraft.org](mailto:careers@mothercraft.org) by June 19, 2024.** Internal staff, please include a subject heading of “**Internal – Training and Professional Learning Manager**”. We appreciate your interest and thank all applicants for their submissions. However, please note that only shortlisted candidates will be contacted.

## **Diversity and inclusion**

Mothercraft is committed to a workforce that is reflective of the diverse populations that we support. We welcome applications from qualified individuals from all backgrounds. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Mothercraft strives to ensure that all recruiting processes are inclusive and barrier-free. If you require an accommodation, please advise the Human Resources Department in advance of attending an interview. We are committed to a selection process and work environment that is inclusive, equitable and accessible.

**Apply now**



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[www.mothercraft.ca](http://www.mothercraft.ca)