



WoodGreen Community Services *Job Posting*

Our Vision:

A Toronto where everyone has the opportunity to thrive

Manager, Curriculum Development & Training Competition #2019-048-HB (re-post)

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| Employment Type: | Contract (1-year), Non-Bargaining Unit |
| Work Hours: | 35 hours/week |
| Application Deadline: | Open until filled. Resumes will be reviewed upon receipt. |

Who We Are

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 81st year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit www.woodgreen.org to learn more about who we are and what we do.

Program Overview – Homeward Bound

Piloted in Toronto by WoodGreen in 2004, Homeward Bound is a highly successful program that helps single, mother-led families, living in shelters, homeless or inadequately housed – often with a history of domestic violence or other trauma – gain important life skills; earn fully funded college diplomas; find employment; transition from poverty to lasting, economic self-sufficiency and well-being; and build new futures. The remarkable success of the program – and the desperate situation of so many families led by single mothers, not only in Toronto but across the country, has inspired our vision – to expand Homeward Bound to the provincial and national levels.

What You Will Do

- Lead the development, implementation and evaluation of a high-quality curriculum and training program directed towards existing and prospective Homeward Bound practitioners for the purpose of learning and accreditation.
- Develop a strong understanding of WoodGreen's Homeward Bound program, the history and evolution of Homeward Bound affiliates across Ontario, and the Homeward Bound growth plan.
- Work closely with staff from WoodGreen's Homeward Bound, Homeward Bound affiliates throughout Ontario, and subject-matter experts to develop a robust knowledge base to support development of the Homeward Bound Practitioner Training curriculum and educational modules.
- Create a range of multimedia materials (e.g., user guides, workbooks, videos, etc.) to support educational goals and learner outcomes.
- Utilize leading-edge theories of adult education and creative learning experiences to build an exciting and engaging classroom experience for professional, adult learners.
- Conduct regular analysis and evaluation of user experience and outcomes to inform continuous improvement of educational products and programs.
- Ensure regular communication and meaningful engagement of partners and key stakeholders throughout project.

What You Bring to the Team

- Minimum University Degree in the field of Education, Social Work, Psychology, or a related discipline.
- Minimum two (2) years of curriculum development experience in relevant roles (e.g., curriculum development position in a university, adult learning institute, or social service delivery organization).

What Will Set You Apart

- Demonstrated experience in designing, developing, and implementing competency-based curriculum and associated materials, including instructor-led materials, job aids, online tutorials, and/or multimedia products.
- Ability to apply principles of adult education, train-the-trainer, and blended learning towards curriculum design and development that suits the diverse needs of adults with a variety of learning styles.
- Demonstrated experience with user engagement and stakeholder research related to development and implementation of educational programming.
- Excellent verbal and written communication skills, including skills in collaborating with stakeholders and subject-matter experts to help write, design, and develop technical content.
- Exceptional organizational skills and high attention to detail – able to plan the necessary time, resources, and materials to support accomplishment of goals and balancing of a complex workload with tight timeframes.
- Strong presentation and public speaking skills, aimed at both internal and external audiences.
- Accountability and adaptability – able to keep projects on track, while adjusting course in a dynamic and changing environment.
- Proficiency with computer software including Microsoft Office programs and online learning software (e.g., Adobe Captivate, Articulate 360, or other LMS).
- Sound understanding of trauma-informed principles and practices.
- Commitment to achieving social justice for vulnerable and marginalized populations.
- Demonstrated experience in front-line client engagement is an asset.

Why You'll Want to Work With Us

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

To Apply

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

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| WoodGreen employees ONLY to: | hrjobs@woodgreen.org |
| External applicants to: | JLitwin@woodgreen.org, Attn: Josh Litwin |

WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at hrjobs@woodgreen.org of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.