



P: 204.474.0212
OR 1.855.437.8523

170 Scott Street
Winnipeg, MB
R3L 0L3



Job Posting – EXTERNAL

The Rainbow Resource Centre provides support, education, and resources to foster a proud, resilient, and diverse 2SLGBTQ+ community.

Job Title: Training & Education Coordinator; **FTE:** 1.0

Title of Immediate Supervisor: Communication & Education Manager

Position Mandate

The Training & Education Coordinator is responsible for 2SLGBTQ+ training and education in corporate workplaces, social service agencies, education institutions, health agencies, and other professional organizations.

This includes the development and delivery of workshop, consultation on policies and procedures, providing ongoing support, as well as delivery of workshops, presentations, and seminars.

The Training and Education Coordinator works collaboratively with other Rainbow Resource Centre program coordinators to organize and support relevant programming activities including, providing workshops to Centre social support groups and 2SLGBTQ+ communities.

Position Duties and Responsibilities

- Develop 2SLGBTQ+ inclusivity and diversity workshops, presentations, and seminars for in person and online delivery;
- Provide policy and procedure consultation to organizations, businesses, and other community stakeholders on 2SLGBTQ+ inclusivity and diversity;
- Research, develop, and distribute resource materials related to 2SLGBTQ+ equity and inclusion;
- Assist in the training of Centre volunteers;
- Collaborate in organizing a biennial GSA conference;
- Other related duties as assigned by, and negotiated with, management.



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General Accountabilities

- Track and report workshop and consultation statistics including number of trainings, consultations, and workshop participants;
- In consultation with management, develop and implement a work plan and evaluation plan;
- With supervision from Management Team, participate in management of program budget, including budget planning and development, and tracking expenditures;
- Complete relevant administrative functions and documentation (i.e. time sheets, educational requests, vacation requests, incident reports, and expense accounts);
- Actively participate in relevant meetings, projects, forums, and community committees;
- Collaborate with and/or assist other RRC program coordinators with special events and programming;
- Participate in the development, implementation, and maintenance of appropriate policies and procedures and all other Rainbow Resource Centre guidelines;
- Other related duties as assigned by, and negotiated with, management.

Education

Post-secondary education and a combination of relevant experience in a related field such as corporate training and/or adult education.

Knowledge, Skills, and Experience

- Demonstrated skill in adult education principles and practices;
- Demonstrated skills as a workshop facilitator and educator to a variety of audiences;
- Knowledge of business development;
- Demonstrate a complex understanding of 2SLGBTQ+ communities, inclusivity, and diversity;
- Demonstrate an understanding of program planning and evaluation;
- Experience in event and conference planning and implementation;
- Demonstrated ability to work in a multi-disciplinary team setting;
- Excellent communication, conflict resolution, and interpersonal skills;
- Demonstrated awareness of community resources



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- Demonstrated understanding of anti-oppressive practice and various forms of oppression, including, but not limited to, racism, sexism, xenophobia, ableism, heterosexism, and homophobia;
- Organization and detail management skills are essential, along with the ability to manage multiple priorities;
- Ability to work with Microsoft computer applications including Word, PowerPoint, Excel, and Outlook;
- Possession of a valid Manitoba Class 5 Driver's License is preferred;
- Physically capable of performing duties related to position.
- Bilingualism or multilingualism is an asset;
- Experience working in a non-profit setting an asset.

Working Conditions: Working hours are generally Monday to Friday from 9:30am to 5:00pm. Must be willing to work flexible hours to accommodate evening, weekend, and on-call hours required for education programming. This is a unionized position (CUPE 2348). Rainbow Resource Centre offers health, dental, and employee assistance plan benefits.

Salary: \$38,844.00 - \$43,744.65 per year.

Rainbow Resource Centre is an equity-seeking employer; we encourage applications from Indigenous peoples, people of colour, ethnic minorities, and persons with disabilities who identify as a part of the 2SLGBTQ+ community. If you require an accommodation for the recruitment/interview process (including alternate formats of materials or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Please submit cover letter and resume to the attention of:

Liana Lutz
Finance and HR Manager
Rainbow Resource Centre
170 Scott Street
Winnipeg, MB R3L 0L3

accounting@rainbowresourcecentre.org

Application Deadline: November 16, 2020