



P: 204.474.0212
OR 1.855.437.8523

170 Scott Street
Winnipeg, MB
R3L 0L3



Job Posting – Training & Education Coordinator (seniors & healthcare)

Rainbow Resource Centre nurtures inclusive spaces for 2SLGBTQ+ communities to thrive.

Job Title: Training & Education Coordinator (seniors & healthcare)

Title of Immediate Supervisor: Communications & Education Manager

EFT: 1.0

Position Mandate:

Rainbow Resource Centre's 2022-25 Strategic Plan outlines three key goals – to provide services and resources that respond to identified needs; to create space for communities to meet, organize and support individuals; and to advocate with and on behalf of the 2SLGBTQ+ community.

The Training and Education Coordinator (seniors & healthcare) will join the Centre's Education team to support the third of these goals—to advocate with and on behalf of the 2SLGBTQ+ community through designing and providing high quality DEI workshops in long-term care, senior-serving organizations and other health care settings. This includes the research, development, and delivery of online training, in-person workshops and consultations on policies and procedures.

The Training and Education Coordinator (seniors & health care) reports to the Communication & Education Manager and works collaboratively with the education team and other Rainbow staff organizing and supporting relevant programs and marketing activities.

Position Duties and Responsibilities

- Design, develop, implement and promote 2SLGBTQ+ DEI workshops and modules for online and in person delivery;
- Speak to and engage large audiences, network in professional settings, manage difficult conversations to advocate for 2SLGBTQ+ inclusivity;
- Provide policy and procedure consultation on 2SLGBTQ+ inclusivity and diversity;
- Research, develop, and distribute resource materials related to 2SLGBTQ+ equity and inclusion;
- Collaborate with community partners to create learning opportunities;
- Assist in the training of Centre volunteers;
- 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, 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 Rainbow program coordinators with special events and programming, campaigns and other marketing/promotional materials and resources;
- 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 working with seniors, working in healthcare and/or workplace training.

Knowledge, Skills, and Experience

- Knowledge and demonstrated experience with seniors in long term care and/or health care systems is required;
- Knowledge and demonstrated skill in working with senior-serving organizations is required;
- Knowledge of health/social issues faced by 2SLGBTQ+ seniors (ie, dementia, isolation, systemic discrimination) is preferred;
- Demonstrated skill in adult education principles and practices;
- Demonstrated skills as a workshop facilitator and educator to a variety of audiences;
- Demonstrate an understanding of program planning and evaluation;
- Demonstrate a complex understanding of 2SLGBTQ+ communities, inclusivity, and diversity;
- Experience in event 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, Teams 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: \$40,416-\$45,517 FTE 1.0 per Annum

Rainbow Resource Centre encourages applications from applicants who identify as part of the 2SLGBTQ+ community and also identify as Indigenous, Black, a person of colour and/or a person with disabilities.

Rainbow Resource Centre is strongly committed to building a team that reflects the community that we serve. If you require 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

accounting@rainbowresourcecentre.org

Application Deadline: Friday, March 29, 4:00pm

Rainbow Resource Centre thanks all applicants. Only those selected for an interview will be contacted.