



Co-operative Housing Federation of BC

220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3

www.chf.bc.ca

Job Advertisement Education Director

POSITION: Education Director

CLASSIFICATION: Director

REPORTS TO: Executive Director

LOCATION: Vancouver

HOURS: 35 hours per week

GENERAL DESCRIPTION:

The Education Director is responsible for the development and delivery of CHF BC's education services to housing co-op boards and members. Reporting to the executive director and working with other Federation staff, a network of workshop leaders and consultants, and volunteer education committees on the mainland and Vancouver Island, s/he ensures that CHF BC's education services nurture and promote the very best principles and practices of sound management, good governance and principled leadership in housing co-ops and related organizations.

RESPONSIBILITIES:

Program Development

- Lead the continuing development of new content, delivery vehicles and resources for the Federation's education program
- Maintain and update existing program content, delivery and resources to ensure their relevance and continuity

Program Delivery

- Supervise the planning and coordination of education conferences and other education events for members on the mainland and Vancouver Island
- Supervise the scheduling and delivery of a full range of portable workshops and consulting services to individual housing co-ops

- Use a diversity of media and delivery models, including the internet, to reach the broadest possible spectrum of members everywhere in the province with education events, services and resources
- Train, maintain and deploy a network of workshop leaders and consultants to assist in the delivery of the education program
- Provide and supervise the provision of advice and other education-related assistance to members by telephone, email, the Federation's website, and in person
- Plan and supervise the marketing of the Federation's education program to members

Program Administration

- Assist in the preparation of the annual education program budget and monitor program revenue and expenses during the year
- Supervise the collection and analysis of data on program use to facilitate program planning and budget activities

Other Responsibilities

- Liaise with staff responsible for education programs in other federations and similar organizations, most particularly CHF Canada
- Assist in the promotion of the Federation to its members, related organizations, government, media and the general public
- Carry out other related duties to ensure the success of the education program

QUALIFICATIONS:

Knowledge and Experience

- Post-secondary degree or diploma in adult education, community development or a related field, or equivalent experience
- 3-5 years' experience in the development and delivery or coordination of education-related services
- 5-7 years' exposure in the co-op housing sector (working, living or volunteering) or in other co-op enterprises
- Extensive knowledge of housing co-op governance and management
- Extensive knowledge of the principles and practice of adult education programs, techniques and delivery models

Skills and Abilities

- Strong analytical and project management skills with a proven ability to meet deadlines and lead multiple projects simultaneously
- Strong presentation and communication skills (verbal and written)
- Business acumen, problem-solving and critical thinking skills

- Computer literacy with extensive software proficiency covering a wide variety of applications
- Proven relationship builder with excellent interpersonal skills
- Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse membership and workforce in multicultural settings

CONDITIONS OF EMPLOYMENT

The standard work week is 35 hours over 5 days. This position requires flexibility to work outside of regular office hours (i.e. evenings/weekends) when necessary. This position is based in our Vancouver office with frequent activities on the lower mainland and on Vancouver Island.

This is a bargaining unit position. The wage range is \$47,332 - \$62,353 per annum. The starting salary will be commensurate with experience. CHF BC offers an excellent compensation and benefits package. CHF BC is an equal opportunity employer.

CLOSING DATE

Please apply by submitting a cover letter and resume to miversen@chf.bc.ca no later than 4:30 p.m. on Friday December 19, 2014.