



## Professional Development Coordinator

### **PURPOSE OF THE POSITION**

The NWTRPA envisions a territory where everyone has access to recreation programs and spaces that foster healthy families, strong cultures, and vibrant communities.

The mission of the NWTRPA is to promote recreation by supporting leaders, communities, and partners through training, advocacy, and networking.

The Professional Development Coordinator will work directly with the Director of Professional Development. The Professional Development Coordinator will work directly with NWTRPA members, community groups, partners, and Board and staff to assist with the development and delivery of safe, culturally-appropriate professional development programs in the NWT.

### **SCOPE**

Reporting to the Director of Professional Development, the Professional Development Coordinator is responsible for components of the Professional Development business plan.

The Professional Development Coordinator will provide advice and support to the Director of Professional Development, and other staff members as required. The NWTRPA is a small territorial non-profit organization. The staff work collaboratively and provide assistance to each other as and when needed.

### **RESPONSIBILITIES**

#### **Lead aspects of the Professional Development business plan:**

- Assist in the delivery of all Professional Development programs offered by the NWTRPA. This includes: Annual Conference, HIGH FIVE®, Recreation North, Recreation for Mental Health, and Community Leaders Retreat.
- Develop a plan and follow through on recreation as a career.
- Coordinate, and occasionally deliver, training workshops and events.
- Provide support and direction to communities seeking to book training workshops and learning events.
- Assist with additional ad hoc programs that may come and go in the Professional Development business plan, such as the Youth Employment Experience and Green Jobs.

#### **Coordinate some financial records as part of the Professional Development business plan:**

- Ensure invoices are paid by organizations and/or individuals that register for Professional Development programs.
- Follow-up with Recreation North participants on outstanding balances.
- Work with the Director of Professional Development to reconcile Recreation North invoices and expenses.

#### **Provide administrative duties towards maintaining daily operations:**

- Respond to general requests via phone, email, social media, and fax.
- Organize workshops and events, including booking travel, speakers, and venues.
- Order, track, and maintain required inventory for program delivery.
- Issue and monitor program certifications.
- Provide advice and direction to clients seeking program information.

**Engage in networking and fundraising:**

- Foster, develop, promote, and maintain relationships and partnerships with communities, community organizations, program participants, and stakeholders.
- Provide regular updates to program funders and complete all funder reporting requirements.

**Support NWTRPA operations:**

- Provide information and offer counsel to the Executive Director to inform the operations of NWT Recreation and Parks Association.
- Attend NWTRPA Board meetings when requested to provide reports and information as needed.
- Support NWTRPA colleagues by providing assistance and guidance regarding program delivery.
- Other duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

To satisfy the expectations of the NWTRPA, the incumbent should have the following qualifications or equivalencies:

- Post-secondary education and/or experience in Recreation/Leisure studies, Education, Indigenous studies, Kinesiology, or a related discipline.
- Experience establishing relationships, fostering trust, and strengthening existing connections and networks with stakeholders.
- Training or demonstrated proficiency in computer software programs (i.e. Canva, Microsoft Office, Wix, Wordpress, Wild Apricot, and virtual meeting platforms).
- Experience in communications, recreation or on the land programming positions is an asset.
- Experience working within a non-profit agency.
- Training and certifications in the following areas: HIGH FIVE© PHCD Instructor, adult education, first aid.

In addition the incumbent should be:

- Strongly self-motivated.
- Well organized.
- Have excellent communication skills.

The incumbent must also successfully complete a satisfactory criminal records check as a condition of their hire.

**WORKING CONDITIONS**

**Physical Demands:**

Most of the incumbent’s time is spent working in an office setting, performing general office duties or networking with current and potential partners. In order to access the NWTRPA offices, the incumbent

must be able to physically navigate multiple stairways. Regular computer usage should be expected.

Some work time may be spent leading training activities, primarily in indoor settings. This may include leading workshops and courses.

Subject to operational demands, the incumbent may be expected to work evenings and weekends.

**Environmental Demands:**

Environmental demands are those typically associated with an office position. Some work time may be spent leading training activities in outdoor and indoor settings.

Periodic travel may be required which may result in exposure to the extremes of our Northern climate. The position may require travel to small, isolated communities within the NWT.

**Sensory Demands:**

The office environment includes fluorescent lighting, often fluctuating building temperatures, and online meetings.

**Mental Demands:**

There is potential for multiple projects to be ongoing all requiring attention and concentration. Multi-tasking may be required for long periods of time. This position can typically receive direction from several different sources resulting in potentially stressful situations.

The NWTRPA is also embarking on a racial equity journey in relation to our strategic goal of working with intention to advance decolonization and reconciliation through its work, workplaces, and relationships. This work may be mentally demanding.

**Location Demands:**

This position is based in Yellowknife, NWT.

**PAY:**

This position is a full time, term position until March 2023. The incumbent will be remunerated as negotiated with the Executive Director. PayScale range \$63,000 - \$75,000 per annum.

Other employee benefits and obligations are outlined within the NWTRPA Employee Handbook.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.