

# PROGRAM CURRICULUM DEVELOPMENT COORDINATOR

The primary responsibility of this position is to support the ongoing operation of development of new and existing programs and courses. If you have the required, unique blend of talents, with a passion for adult learning and you are looking to be a part of an organization that changes lives...then **YOU GOT THIS!**

## Key Responsibilities

- Tracks multiple program development projects, ensures that any problems are addressed, escalated when needed, and resolved quickly.
- Manage, create and maintain instructor resources for programs/projects
- Manage and communicates with subject matter experts to ensure successful implementation of projects.
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- Establish a process to review and include feedback from end of course surveys, and student evaluations into the quality assurance and course maintenance processes.
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## Education & Experience

- Formal education in curriculum development, course design, and/or education.
- Minimum 5 years of professional experience in training development, Occupational, Health, and Safety, and/or adult education. Experience in the construction/trades industry would be considered an asset.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint).
- Experience working with online Learning Management Systems, Adobe Captivate, and/or other training development applications an asset.
- Knowledge of adult learning trends
- Knowledge of the various trades requirements, opportunities, and employment expectations in the construction trades
- Strong communication abilities, written and verbal, with strong writing, editing and proofreading skills

This is a full-time, contract position, to be filled as soon as possible.

If this job posting fits your career goals, and you have the qualifications and skill sets we are looking for, please send your resume and cover letter to [careers@womenbuildingfutures.com](mailto:careers@womenbuildingfutures.com).

Please note only short listed candidates will be contacted.

Women Building Futures values diversity and is an equal opportunity employer.