

Family Support Job Description



Institute

<u>Job Title:</u>	Provincial Training Coordinator /Special Events Planner
<u>Terms of Employment:</u>	Permanent Full-Time staff – 25 - 35 hours per week
<u>Anticipated Start Date:</u>	Position commencing TBD
<u>Wage:</u>	To be discussed during interview process

Job Contribution:

The Training Coordinator will work in collaboration with the Executive Director, and all other FSI staff members to:

- Manage all Requests for and Promotion of FSI workshops/training provincially, including maintaining presentation schedules
- Coordination of the Annual FSI Training Weekend for our volunteer network
- Take family support calls, as required, from time to time
- Coordinate all special events requested by the Executive Director as required
- Maintain a strong flow of communication with the Executive Director
- Fulfill and deliver other core services as needed

Reporting Relationship: This position reports directly to the Executive Director

Key Duties and Responsibilities:

Workshops:


- Coordination and promotion of all FSI workshops and training provincially
- Respond to requests for workshops Provincially
- Develop and manage contracts for workshops
- Identify and communicate with presenters of workshops
- Ensure FSI has a skilled, trained pool of workshop presenters and coordinate “Train the Trainer” workshops as needed
- Ensure material and equipment needs for Workshops and Trainings are met as needed
- Transcribe, collect and enter feedback on workshops in the FSI database
- Invoice external parties for payment of workshops conducted

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Annual FSI Training Weekend (TW):

- Overall management of Training Weekend, with direction and support of ED
- Coordinate organizing all aspects for the TW including Venue, Food, Accommodations, Training sessions, Registrations etc.
- Assign volunteers where needed for TW
- Compile, collate and coordinate all packages and handouts for TW
- Communicate and Coordinate with guest speakers about requirements for training sessions
- Communicate with-Volunteer Network about TW and schedule
- Support AGM planning and delivery
- Post training weekend debrief

General Tasks:

- Entering information on the FSI Database as needed
- Managing membership renewal including issuing Tax receipts to donors and members
- Other administrative tasks needed (Answering phone calls; Photo copying; Stapling, Collating, etc)

Required Qualifications:

Job Skills, Abilities and Knowledge:

- Excellent presentation, diplomacy, oral, written and interpersonal communication skills.
- Ability to deal with sensitive issues in a tactful and respectful manner.
- Demonstrated planning, organization, time management, and problem solving skills.
- Knowledge and understanding of current issues facing families with a child with a disability.
- Extensive knowledge of supports, services and resources for families of a child with a disability.
- Basic knowledge of MS Office – Word, Access, PowerPoint etc.
- Able to work independently and as a team player, show initiative and meet deadlines.
- Adaptability to changing situations and requirements
- Ability to maintain confidentiality

Other:

- Priority will be given to a family member of a person with a disability