



CUMMINGS JEWISH CENTRE FOR SENIORS

JOB POSTING

JOB TITLE:	Training Consultant (SRQEA Grant-Combatting Ageism) Temporary training consultant contract (workshops)
DEPARTMENT:	Volunteer Services
DIRECT SUPERVISOR:	Social Action Coordinator
SCHEDULE:	An Independent Specialist Contract

SUMMARY

The Training Consultant will work in collaboration with the Coordinator of Social Action, the Combatting Ageism Project Coordinator and a committee of volunteers to create and implement comprehensive teaching guides to supplement the learnings from the “Combatting Ageism” film. These guides will align with the themes and issues presented in our film.

The Training Consultant will also design interactive workshops and exercises for various organizations, schools, and companies, ensuring adaptability and relevance for diverse audiences.

DUTIES AND RESPONSIBILITIES

- Develop engaging teaching guides and educational modules based on the film’s content.
- Create interactive workshops and exercises that can be customized for different audiences.
- Design training programs for trainers and facilitators to effectively deliver the content.
- Manage multiple aspects of the project, ensuring timely completion of deliverables in line with grant deadlines.
- Collaborate effectively with committees of 8-10 volunteers, fostering teamwork and communication throughout the project.
- Gather feedback and assess the effectiveness of training materials and workshops, making necessary adjustments for improvement.

EDUCATION, EXPERIENCE AND SKILLS

- Experience in educational technology and the development of training materials.
- Demonstrated experience in developing and facilitating continuing education programs and workshops would be an asset.
- Excellent organizational skills and the ability to manage multiple priorities simultaneously.
- Ability to work collaboratively with diverse groups and facilitate training sessions.
- Proficient in both verbal and written communication
- Knowledge of Microsoft Office Suite and other teaching/learning platforms

Interested candidates may submit their resume to hr@cummingscentre.org

We thank all candidates for their interest; only those considered for the position will be contacted for an interview.

We welcome diversity in our workplace and encourage people from minority and racialized groups to apply.