



Coordinator, Strategic Learning

FuseSocial is a leader in the Fort McMurray Wood Buffalo (FMWB) social profit community. FuseSocial is committed to strengthening the capacity of all social profit organizations in the community through education, development, innovation, research, and collaboration.

FuseSocial is: Bold, Accountable, Inclusive, Collaborative and Agile.

Reporting to the Programming Director, the Strategic Learning Coordinator will focus on developing capacity within the Fort McMurray Wood Buffalo social profit community, ensuring that organizations and boards of directors have access to opportunities and resources to allow them to thrive within our region.

Activities falling within the Strategic Learning Coordinator portfolio will include, but are not limited to, sourcing education and development opportunities to build skills and abilities for social profit organizations and their boards of directors; connecting with and supporting boards of directors; providing one-on-one support for social profit organizations and boards of directors within the scope and parameters of FuseSocial's mandate; build and nurture relationships with various stakeholders within the community. Where desire and ability exist, the Strategic Learning Coordinator will have the opportunity to develop and facilitate new and innovative programming to build the capacity of the social profit sector and FuseSocial.

Accountabilities

At any one time you will be leading and coordinating a number of programs and initiatives that reflect a community-focused approach as well as FuseSocial's core values, including inclusivity, collaboration, accountability, adaptableness, and audaciousness.

You are to employ exceptional aptitudes in resource planning, community impact and influence, analytical thinking and problem solving, as well as prioritization and task management.

You will be responsible for developing metrics, evaluating activities and reporting on the progress and outcomes or programs and initiatives as outlined in FuseSocial's Operations Plan.

Knowledge, Skills and Abilities

Proven strength in collaboration and relationship management with capacity to collaborate with multiple and diverse stakeholders,

Superior interpersonal skills including the ability to interact using tact and diplomacy while engaging with a wide range of internal and external contacts.

Excellent written and oral communication skills, including presentation skills.

Strong problem-solving abilities.

Strong attention to detail, organizational abilities, and time-management skills.

Developed research, writing, and editing skills.

Ability to manage budgets and complete funder reports.

Required Qualifications

Post-Secondary education in Business Administration or equivalent. Additional education or course work relating to Strategic Planning, Program Management, Nonprofit Management, Facilitation or Board Governance preferred, Coaching designation an asset.

3 or more years' experience in program development and delivery with excellent administrative and organizational skills, attention to detail and ability to work independently.

Hours of Work

This is a full-time, permanent position working 37.5 hour per week.

Salary

\$32.18 to \$34.92 hourly.

How to Apply

Please submit your resume and cover letter to our Programming Director at jennifer.kennett@fusesocial.ca prior to January 22, 2021.

We offer an excellent compensation and comprehensive benefits program, as well as a high flex work environment.

FuseSocial is committed to Employee Equity, supports diversity in the workplace and encourages applications from all qualified individuals.

To learn more about FuseSocial, please visit our website at <https://fusesocial.ca/>