

Dartmouth Learning Network - **Special Projects Coordinator**

<https://www.dartmouthlearning.net/were-hiring-special-projects-coordinator-dartmouth-learning-network/>

The Dartmouth Learning Network provides opportunities for adults and their families to gain the essential skills necessary to live and work in a modern economy.

Our classroom, small group and one-to-one learning options, support adults to build their reading, writing, math, computer and essential skills so that they can realize personal goals, further education, apprenticeships and employment. As part of a continuum of services offered through the Nova Scotia School for Adult Learning, the Dartmouth Learning Network's programs provide a strong foundation and pathway to further education and lifelong learning at home, in the community and at work.

We partner with like-minded community agencies to foster literacy and lifelong learning skills within families.

Our vision is that everyone has the skills they need to reach their earning and career goals.

Position Overview, Roles & Responsibilities

Under the direction of the Executive Director, working closely with colleagues and community partners, and applying good practice principles, the Special Projects Coordinator is responsible for the effective coordination and implementation of special projects to enhance both our learner experience and outcomes and our outreach to the broader community.

The Special Projects Coordinator interacts with a wide variety of constituents and must be able to communicate effectively with learners, instructors, families, volunteers, donors, the local business community and visitors. The Special Projects Coordinator will report directly to the Executive Director.

Specifically, the Special Projects Coordinator will:

- Coordinate and attend planning meetings
- Market and promote events and opportunities to employers and community and Coordinate event logistics
- Develop and oversee budgets in partnership with the Executive Director
- Recruit and engage with potential sponsors and advertisers
- Solicit donations
- Collaborate with Dartmouth Learning Network administrators and instructors
- Track data, and evaluate impact and progress and Perform other duties as required

Accountable to our stakeholders, the Special Projects Coordinator demonstrates good practice principles and will demonstrate:

- Strong communication skills, both verbal and written
- Strong computer skills, including Google Docs, Google Sheets, Gmail, and Google Drive
- Displays maturity and ability to work independently
- Communicates well with others and demonstrates strong interpersonal skills with learners, colleagues and community members (e.g., community partners, local business community)
- Enjoys working with adults of diverse backgrounds and abilities
- Detailed-oriented, strong follow-through skills
- Strong time management skills; ability to manage multiple tasks simultaneously and meet tight deadlines
- Prior project planning experience preferred
- Prior experience working in the non-profit community is considered an asset
- A relentless commitment to the mission of educating adults and their families

Compensation

The successful candidate will work 35 hours per week and will be compensated \$562 per week.

Term runs from 18 March 2019 to 13 September 2019.

Who can apply

This position is funded through the **Nova Scotia Job Creation Partnership** program. Applicants must meet the following criteria:

- You are unemployed
- You have a current regular EI claim or have had a claim within the last 5 years
- You've been in the labour market for at least 2 years

Interested individuals who meet the aforementioned criteria should submit a resume and cover letter to

executivedirector@dartmouthlearning.net