

Training Program Assistant

This volunteer position involves:

- Updating training Content with new policies, procedures & programs
- E-learning platform development
- Assist in trial of any new training material
- Research of external Training programs

Time commitment:

4 – 8 hours/week between Monday and Friday, 9am – 5pm

Additional screening required:

- *None*

Training:

Orientation provided

Qualifications/experience necessary:

- A passion for training or education - professional experience in staff training or teaching would be an asset
- Knowledge of G Suite (Google Docs, Google Sheets, Gmail) and/or Microsoft Office (Word, Excel)
- Ability to work with a team and independently
- Excellent creative and organizational skills
- Detail oriented
- Comfortable communicating via phone calls, emails or in person
- Comfortable leading training sessions or public speaking would be an asset
- Experience creating policies and procedures within the non-profit sector an asset but not required

Locations:

Milton office *only*

Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

Phone: 905-637-4446 x287

Email: kpaget@habitathm.ca

