

EXTERNAL JOB POSTING

Date:	September 9th, 2021
Position:	Education Officer (LRO)
Department:	Strategic Communications and Member Development
Status:	Regular / full-time
Salary:	per HSASU/HSA collective agreement
Start:	upon selection
Responsible to:	Director, Communications/Executive Assistant

To support employment equity at HSA that reflects the diversity of the HSA membership and of our province, people who experience marginalization are encouraged to apply for positions within HSA. This includes but is not limited to: Indigenous Peoples, people of the global majority (BIPOC), persons with disabilities, persons of diverse sexual orientation (LGBTQI2S+), persons of diverse gender identity or expression, and people from diverse religious and faith backgrounds.

Position Summary

The Health Sciences Association of BC requires an Education Officer to support the union's efforts in education related to union steward and activist development using a range of strategies including instructor-led face-to-face learning, online instruction, and mentoring.

Duties and Responsibilities

- A two-member team, the education officers collaborate to plan, develop, coordinate, and deliver new and existing in-person and on-line educational programs in the union within a budget mandate
- The successful applicant will
 - Help engage members to become active and proficient in union programs such as enforcing the collective agreement, grievance handling, occupational health and safety advocacy, political action, member engagement and mobilizing, and communication

- Design, develop, and implement learning resources across different learning platforms: training materials, instructor-led courses (presentations, facilitator guides, and student workbooks), interactive eLearning courses (storyboards, scripts, simulations and animations), and include technology such as webinars and other web-based training tools in instructional methods
- Be the team lead on design, development, and implementation of learning resources across different learning platforms.
- Staff support to union governance committees

Qualifications and Requirements

- Extensive experience as an educator including both instruction and curriculum development using active learning techniques
- Proficiency in use of WebEx video conferencing platform
- Advanced understanding and experience in administering collective agreements
- Proven ability to collaborate with different subject matter experts in order to create relevant curricula and programs
- Proven ability to work with and manage external contractors
- Proficiency with computers and required applications, including eLearning platforms
- Superior communication skills, written and verbal
- Self-motivated with proven organizational and project management skills, and a proven ability to work independently with minimal supervision.
- Demonstrated ability to manage budgets
- Demonstrated ability to multi-task
- Commitment to trade union principles
- Post-secondary training in Adult Education, Human Resources, or Instructional Design is preferred
- Possession of a valid BC Driver's Licence and vehicle is required

Closing Date: Sunday, September 26th, 2021

Please forward application, including a cover letter and resume, by e-mail:

To: Josef Rieder

Director of Human Resources

Health Sciences Association of BC

via e-mail at: jrieder@hsabc.org