



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Learning and Communications Coordinator

Posting Number: 004844

Department: Corporate and Finance Services Department

Branch: Human Resource Services

Location: City Hall

Posting Start Date: 2024/05/13

Posting End Date: 2024/05/22 by 4:30pm

Employment Group: Exempt

Salary Grade: L-\$76,276 - \$89,734 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Manager, Corporate Learning and Employee Communications, the Learning and Communications Coordinator works to support and perform activities associated with corporate-wide employee learning and development and internal corporate communications initiatives, including administration of the corporate learning management system, intranet and other employee engagement platforms.

Responsibilities:

- Coordinating delivery of learning and development programming including learning management system (LMS) administration (e.g. configuration, user management, course creation and management, reporting, training and technical support), sourcing, optimizing and enhancing corporate learning content, and coordination of instructor-led training (e.g. registration, logistics, evaluation, etc.)
- Supporting and coordinating internal corporate communications initiatives including development and distribution of key messaging using various communication mediums
- Supporting the development and delivery of programming related to employee engagement, safety and wellness, and diversity, equity and inclusion, including program planning and administration, partnering with members of the HR team and other branches to deliver programs within the organization, and assisting in the development of strategies and tools for leaders to drive engagement and enhance performance

Requirements:

- Three (3) year college diploma in the area of, Communications, Public Relations, Education, Human Resource Management or a related field
- Certification in e-learning instructional design, adult learning and/or a Certified Human Resource Professional Designation (CHRP) is an asset
- Two (2)- three (3) years experience in a corporate communications, learning and/or organizational development role(s), preferably in a unionized public sector environment
- Demonstrated experience in the administration of learning management systems and corporate intranet sites. Demonstrated experience in training/learning program development, delivery and administration
- Demonstrated experience in the development of corporate communications/ messaging using various formats
- Established skills and experience with digital information and graphic design software
- Established skills and experience with website design and e-learning authoring tools
- Established skills and experience in Microsoft Office and related software applications
- Excellent written and verbal communication skills, including writing for the web, business/report writing and presentation/public speaking
- Demonstrated initiative and flexibility, with the ability to work independently and as part of a team

Apply online at: <https://oshawa.jobs.net/en-CA/search>

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.