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Position Title: Employee Development & Training Coordinator

Position Status: Full-Time Temporary (This position to last not later than October 1, 2027)

Department: Human Resources

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P1 (\$2,958.00 - \$3,480.72 bi-weekly) (2024 wage rates)

Our Human Resources Department is seeking an Employee Development & Training Coordinator who will perform a critical role supporting the delivery of Metro Vancouver's Training & Development Program as well as employee engagement initiatives.

You are: a strong team player, have a can do attitude and sincere interest in supporting and delivering work relating to employee development and engagement. You will take pride in being an ambassador for our team and bring initiative and enthusiasm to the role.

The Employee Development & Training Coordinator reports to the Program Manager, Talent Acquisition, Development and Engagement.

This role:

- Facilitates the delivery of training and development programs including planning, scheduling and the coordination of materials and course registration. Liaises with participants, facilitators and facilities and acts as the primary contact for the program. Collects, records and analyzes course evaluation forms and makes recommendations for changes consulting relevant resources as appropriate.
- Collaborates to create and distribute the training calendar and administers course registrations and related processes. Consults relevant parties and makes decisions regarding course cancellations and postponements.
- Performs record keeping related to employee attendance and approvals for external training courses.
- Maintains and ensures the integrity of employee training records and related statistics and updates and maintains employee training records. Audits records to ensure accuracy; runs a variety of reports related to employee training records. Analyzes information for errors or discrepancies and disseminates the information to relevant parties. Provides input and criteria relating to system upgrades and performs a key role to ensure systems and processes relating to the Training & Development program are robust, efficient and effective. Creates and maintains statistical records related to training frequency quality and outcomes.

- Coordinates the new employee orientation program including maintaining and updating the online portion of the program and recording the completion of new employee orientation checklists. Organizes and co-facilitates information sessions and orientation tours to external sites. Liaises with on-site tour guides and coordinates all logistical matters such as programming and transportation.
- Coordinates the corporate development fund and the community team and prepares communication and promotional materials for review and dissemination throughout the organization. Researches and provides information to employees seeking advice and coaching to assist with their professional development.
- Provides accurate information to employees and managers regarding employee development programs, procedures and other related matters. Responds to inquiries and makes decisions to inform or escalate matters as appropriate.
- Develops and documents business processes and informs relevant stakeholders of changes to procedures. Conducts research on a variety of matters and makes recommendations for special projects such as employee engagement initiatives and events.
- Provides a range of assistance with the development and facilitation of various in-house training programs and other initiatives.
- Performs other related duties as required.

To be successful, you have:

- 2-3 years of recent, related experience supplemented by university degree or diploma in a relevant discipline such as Human Resources, Business or Adult education; or an equivalent combination of training and experience.
- Previous work experience in a complex organization with diverse training and development and engagement needs is an asset.
- Relevant professional designation such as Certified Human Resources Professional is an asset.
- Ability to apply policies and procedures to routine and unique situations as well as determine cases requiring the involvement of a manager or colleague.
- Strong attention to detail and financial acumen including the ability to assist with budget tracking.
- Ability to use judgment to evaluate, research, and resolve problems within established guidelines and determine which method are applicable in any given situation.
- Ability to work independently under broad direction, including managing day to day priorities and planning for future needs.
- Strong interpersonal skills and ability to develop and maintain effective and respectful working relationships; applied team effectiveness skills and contributes to the achievement of team goals.
- Strong verbal and written communication skills, including the ability to effectively listen, and support the resolution of problems. Demonstrated ability to review and revise training material, draft communication on training programs and other initiatives with limited instructions or precedent.
- Skill in dealing tactfully in a variety of situations including the ability to exercise substantial discretion with sensitive and confidential information.
- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Ability to provide guidance to staff and give constructive feedback on work processes or results.

- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables requirement detail, accuracy and persistence in overcoming any obstacles.
- Proficiency using a complex Human Resources Management System such as PeopleSoft.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook and SharePoint.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancouver.org/about-us/careers> to our Careers page where you can submit your application by January 19, 2026.