

Training & Development Director

ORGANIZATION DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement, and therefore enhancing quality of life.

DESCRIPTION

The Board of Directors is the legal authority for the Northern Hills Community Association. As a member of the Board, the Training & Development Director is in a position of trust for the community and is responsible for the effective governance of the organization. Governed by the Mission Statement and working within the policies and procedures of the Association; the Training & Development Director oversees and implements different programs and training tools for effective volunteer management.

- Unpaid Volunteer Director Position
- Start Date: Flexible
- Remote Work / Hybrid
- Time Commitment: Average 5 to 10 Hours per week
- Length Commitment: Elected term of 2 years

RESPONSIBILITIES

- Co-chair the volunteer relations committee.
- Attend and prepare for Board meetings to discuss key issues and provide strategic guidance and governance on training and development topics.
- Collaborate to provide strategic guidance for volunteer relations to ensure organizational effectiveness and to design high performing teams.
- Oversees the planning, prioritization, and development of new training programs and initiatives ensuring that these programs and initiatives are consistent with the organization's overall strategies, objectives and needs.
- Ensures consistency in the delivery and application of training standards across the organization.
- Plays a leading role in the development and documentation of the training paths for key positions within the business and communicating this information as needed.
- Utilize data to monitor, measure, and report on the efficiency and effectiveness of training programs, tools, systems and processes.
- Any additional training and development tasks that need to be addressed.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Previous volunteer or professional experience in training and development or equivalent.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



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- Demonstrated leadership, creativity, resourcefulness, and excellent ability in planning and communicating.
- Demonstrated success in change management to influence outcomes and drive success of volunteer resources initiatives.
- Well-developed project management skills with strong attention to detail and demonstrated time management skills.
- Strong interpersonal and relationship management skills and ability to represent the NHCA in a professional manner.
- Proficiency in MS Office 365 is considered an asset.

BENEFITS OF VOLUNTEERING

- Receive a subsidized NHCA Membership after required volunteer hours. (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and board.
- Continue to develop interpersonal skills or apply your skills to help your community.

APPLICATION

Submit your application with your resume, cover letter and qualifications to volunteer@nhca.ca.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.

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