COMPUTE ONTARIO EMPLOYMENT OPPORTUNITY

**Position title:** Training Coordinator

**Reports to:** Director, Data Strategy and Services

**About us:** As a central hub, Compute Ontario leads the coordination of Ontario’s investments in technology, data, and skills development to enable research, innovation, and creation that help advance Ontario’s strategic priorities whilst also enabling access to critical infrastructure and services for Ontario’s researchers.

**About the employment opportunity:** CO is seeking a Training Coordinator to join a small, agile team that supports the mission of the organization. The Training Coordinator is responsible for implementing, coordinating and reporting on designated training-related projects that help to fulfil Compute Ontario’s mandate. The Training Coordinator will also lead evaluation efforts that track and monitor the organization’s progress and will help support Compute Ontario’s outreach and stakeholder engagement efforts.

The ideal candidate will have a strong understanding of Ontario’s research and innovation ecosystem, an interest in, and understanding of, digital research infrastructure, and its role in research and creation, and a strong interest in training and pedagogy. A strong ability to build trust and collaboration, a deep understanding of the delivery of technical training to a broad audience, and excellent analysis, writing, and project coordination skills are essential for success in this role. The ability to manage competing deadlines and a strong comfort with ambiguity are also critical success factors.

**Key duties and responsibilities include:**

- Coordinating the discrete training offerings delivered by our partner organizations and creating a discoverable catalogue of training activities that makes it easy for researchers across the province (and beyond) to access the training that is available to them.
- Champion and advocate for an Ontario-wide training strategy that meets the needs of all Ontario researchers.
- Work to align RDM, ARC, and other DRI-related training offerings, creating a more unified and homogenised experience for researchers trying to access Ontario’s DRI training efforts.
- Support the implementation of training and pedagogical best practices.
- Create and maintain accurate records of who is accessing training in Ontario.
- Work to align Ontario’s training efforts with those of the Digital Research Alliance of Canada, and participate in activities related to the development and implementation of the National Training Strategy.
• Build and maintain strong, collaborative relationships with key collaborators and partner organizations.
• Lead and/or coordinate projects that advance Ontario’s training strategy.
• Apply specialized knowledge, analytic principles and appropriate methods to search, review, critically appraise, interpret and present information.
• Create various reports, documents, presentations and other digital materials.
• Create, implement and refine evaluation methods to track and report on organizational progress.
• Participate in the development and implementation of communications and stakeholder engagement strategies to help foster strong, collaborative relationships with key partners.
• Develop and implement policies, procedures and strategies that support organizational priorities and mandates.
• Present at meetings, seminars and conferences.
• Work collaboratively with other members of the team, and with members of partner organizations.

Suitable candidates will possess the following qualifications and experience:

• Research or information science-based graduate degree or equivalent experience
• A strong ability to build collaborative, trust-based relationships
• 2+ years of experience working in a research environment
• A strong understanding of pedagogical and learning science
• Experience creating training curricula
• Familiarity with measuring and reporting on performance
• Ability to communicate (both orally and written) clearly, concisely and effectively at all levels
• Able to thrive in a complex and fast paced environment while exhibiting flexibility and adaptability to change

This is a full-time, contract position until September 30, 2024 with the possibility of renewal. This position is required to work virtually. Salary will be commensurate with education and experience. Secondments from partner organizations are welcome.

Applicants should send a detailed resume and cover letter electronically to <careers@computeontario.ca>. Applications will be accepted until the position is filled.

Compute Ontario is an equal opportunity employer. We thank all applicants for their interest, however, only those chosen for an interview will be contacted. Accommodations are available for applicants with disabilities throughout the recruitment process.