JOB POSTING

PROGRAM DEVELOPMENT OFFICER

Location: Markham Office, 675 Cochrane Drive, Suite 710 East Tower, Markham, ON, L3R 0B8

Wage: Schedule 2 employee as defined in the Collective Agreement between COPE 343 and WHSC. Wage range: $2,059.25/week (start rate) - $2,152.27/week (twenty-year rate).

The Workers Health and Safety Centre (WHSC) requires a full-time Program Development Officer to assist our efforts to provide high-quality occupational health and safety training services. More information about WHSC can be found at https://www.whsc.on.ca/Home.

Applications will be accepted until **4:30pm, Friday, February 24, 2023**. If interested, please forward your resume to careers@whsc.on.ca

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

Required Knowledge and Qualifications:

The successful candidate must possess a solid background in occupational health and safety, trade union education methodology, research and writing skills as well as:

- ➢ University degree in Arts and Science or Humanities or equivalent educational experience.
- ➢ Excellent oral, writing and proof-reading skills, with an ability to explain complicated subject matter in lively and clear language.
- ➢ Excellent understanding of the rules of English grammar and spelling.
- ➢ Proficient research skills.
- ➢ WHSC certificate in Instructor Training or equivalent post-secondary certificate in occupational health and safety and adult education.
- ➢ Knowledgeable on cultural and political nuances and structures of Canadian labour organizations and trade union education methodology.
- ➢ Ability to work with minimal supervision.
- ➢ Proficient working within a Windows operating system and MS Word, MS PowerPoint, MS Outlook.

Required Knowledge and Qualifications (cont.):

➢ Demonstrated ability to follow through on plans as developed.
➢ Minimum 3 years' experience as a volunteer activist or representative on workplace health and safety and environmental issues.
➢ Capacity to work collaboratively across multi-disciplinary groups, both internally and externally, to meet departmental and organizational objectives, as required.
➢ Experience effectively working with unions and/or other social justice organizations preferable.

Responsibilities and Duties:

➢ Develop detailed project proposals for Workers Health and Safety Centre initiatives.
➢ Carry out training needs analysis for target groups of workers and other constituents and develops course outlines to address the identified needs.
➢ Research, write, edit and proof-read background and instructional material for Workers Health and Safety Centre training programs.
➢ Explain complex, technical concepts in clear language.
➢ Work with video production houses to develop effective audio-visual instruction aids.
➢ Work with graphic artists to develop artwork for assigned projects.
➢ Coordinate and participate in meetings of Program Advisory Groups and follow through on their recommendations.
➢ Utilize library and research resources and other technical resource people to develop background material for Workers Health and Safety Centre training programs.
➢ Write descriptions of education and training programs.
➢ Develop and make presentations internally and externally.
➢ Participate on committees and advisory groups as requested.
➢ Participate in professional development opportunities.
➢ Adhere to WHSC operating processes, policies, and procedures.
➢ Perform other duties as required.