

# Manager of Learning Events

## Tamarack Institute

### Learning Centre | Vibrant Communities Canada

Tamarack is looking for the right person who has a strong interest in events at Tamarack, understands the value of strategic learning and events as a mechanism to engage key stakeholders and community changemakers and wants to make a difference in the world. The Manager of Learning Events will support the co-CEOs and Tamarack teams to meet learning, learner engagement and event goals. This position is an essential component of our growing team.

#### **About Tamarack:**

Tamarack is a charitable organization dedicated to helping Canadian communities take ownership of local issues by making use of proven strategies for community engagement. We develop and support learning communities to help people collaborate, co-generate knowledge, and achieve collective impact on complex community issues. Our vision is to build a connected force for community change. Learn more about Tamarack at [www.tamarackcommunity.ca](http://www.tamarackcommunity.ca).

Through our work in Learning Services, we advance learning in our five idea areas:

- **Collective Impact** is the advanced form of collaboration which brings together different sectors for a common agenda to solve large, complex problems.
- **Community Engagement** is the process by which citizens are engaged to work and learn together on behalf of their communities to create and realize bold visions for the future.
- **Collaborative Leadership** brings together the appropriate people in constructive ways to create authentic visions and strategies for addressing shared concerns.
- **Community Innovation** is both the process of developing and enhancing the ability to act collectively and the outcome of collective action and its' results.
- **Evaluation** is the process of evaluating not only a single program or issue, but also the large scale, multi-faceted community change initiatives.

Through our work in Vibrant Communities Canada, we advance learning communities in three areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtable and the alignment of poverty reduction strategies at the municipal, provincial, and federal levels. Learn more at [www.vibrantcanada.ca](http://www.vibrantcanada.ca).
- **Cities Deepening Community** is dedicated to developing our collective understanding about the power of citizens and supporting programs, policies and practices that strengthen communities

and neighbourhoods and mobilize citizen leadership to enhance social capital. Learn more at [www.deepeningcommunity.ca](http://www.deepeningcommunity.ca).

- **Communities Building Youth Futures** is a collective impact investment in 13 communities across Canada aimed at improving the education and employment outcomes for youth who are currently not in education, employment, or training. This project will engage leaders at the local community level to build effective supports for youth.
- **Community Climate Transitions** is building a network of communities that are committed to tackling climate change through a multi-solving approach that advances, social, environmental, and economic goals simultaneously.

### **Supervision and Reporting:**

The Manager of Learning Centre Events reports to the Director of Digital Sales, Engagement, and Learning. They are a member of the Learning Centre name and are required to contribute to the overall achievement of Tamarack's strategic goals and deliverables of the Tamarack team as a whole.

### **Work Environment:**

This job is a full-time 12-month contract covering a maternity leave. It can be based out of a home office or at Tamarack's office at the University of Waterloo, Conrad Grebel University College.

### **On-going Responsibilities:**

- Leads or supports event logistics, registration, event communications, writing and editing, social media management, as well as management and development of an online database, websites, and communities of practice.
- Support marketing and sales strategies for multiple concurrent workshops
- Liaise with external event partners. Maintain current partner relationships and develop new ones.
- Review event registration and evaluation responses to identify patterns and make recommendations to improve the type, design, and delivery of Tamarack Learning Centre events
- Provide strategic advice and suggestions to Tamarack team members about learner engagement
- Provide oversight and management of Learning Centre events as part of covering the maternity leave position of the Manager of Learning Centre Events

### **Qualifications:**

We look for great people, who are positive, results-oriented, loyal, and patient with a big heart for social justice. The Manager of Learning Events is a team player, who is organized, and detail oriented with a proven ability to manage multiple projects and events simultaneously.

- Self-motivated with a proven ability to work independently or as part of a team.
- Proficiency in Microsoft Office, customer relationship management and planning software.
- Exceptional people skills – able to lead and follow.
- Very organized and attentive to detail (loves keeping people and information organized)
- Ability to work well in an environment that is fast-paced and continually adapting
- Able to meet deadlines.
- Able to determine priorities and manage priority tasks.



- Hubspot experience an asset
- French-English bilingualism an asset.
- Experience working in a virtual environment
- Bachelor or Master's degree.
- Three to five years experience in a similar role.

**Salary & Benefits:**

Tamarack provides a competitive salary and benefits, RRSP package, lieu and flex time and operates within a progressive management philosophy. This is a full-time 40-hour per week position and compensation is rated between \$50,000 and \$65,000 a year.

Tamarack is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

**To Apply:**

Please send your resume and cover letter to Jana Harris at [jana@tamarackcommunity.ca](mailto:jana@tamarackcommunity.ca) by October 29<sup>th</sup>, 2021. While we thank all interested applicants, only successful candidates will be contacted.