

Job Opening

Community Animator: Learning Lead

Communities Ending Poverty

Tamarack Institute is seeking a full-time Community Animator: Learning Lead to join Tamarack's Communities Ending Poverty (CEP) team. The successful candidate can be based anywhere in Canada and will work remotely from their home office.

Tamarack is a charitable organization that develops and supports collaborative strategies that engage communities across sectors and institutions to solve major community issues. Our belief is that when we strengthen community capacity to engage residents and lead collaboratively, our work contributes to the building of peace and a more equitable society. Our vision is to build a connected force for community change.

Tamarack supports cities and local leaders to develop and implement large-scale change initiatives through learning networks. We advance four learning communities: Communities Ending Poverty; Cities Deepening Community; Communities Building Youth Futures; and Community Climate Transitions.

[Communities Ending Poverty](#) is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of almost 100 local multi-sector roundtables. CEP promotes the alignment of poverty reduction strategies at the municipal, provincial, territorial, and federal levels.

The Learning Lead

The Learning Lead will monitor and drive forward CEP's annual online learning agenda, ensuring that it is engaging, relevant, and responsive to our members' learning needs. The successful candidate will work closely with the Digital, Sales, Engagement and Learning (DSEL) team to establish goals and metrics related to engagement, database growth, and continuous improvement.

The Learning Lead will curate webinars, write case studies and blogs, and provide administrative and technical support to the CEP team. They will bring experience in online and written content generation, copy-editing, communications, and marketing. The Learning Lead will demonstrate a high level of attention to detail and a strong ability to manage multiple competing priorities in a fast-paced and dynamic work environment.

Ongoing Responsibilities:

- Oversee CEP's annual learning plan and ensure that it is engaging, relevant, and responsive to the CEP network's diverse learning needs
- Support and uphold Tamarack's commitment to commitment to equity, diversity, inclusion, justice, and reconciliation (EDIJR)
- Understanding of Truth and Reconciliation Calls to Action and ability to embed EDIJR into the work
- Commit to ongoing and actioning learning related to EDIJR and anti-racism
- Define, monitor, and assess engagement-related metrics, progress toward targets, and opportunities to drive continuous improvement
- Hold the CEP team accountable to timelines and deadlines
- Assist with preparation, planning, hosting and follow up for public and private webinars

- Lead and work with Managers of Communities and members to plan for, write, copy edit, and publish case stories and blogs
- Provide administrative, scheduling, and technical support for coaching sessions, online learning series, and communities of practice
- Maintain the CEP webpage, and CEP coaching and Community of Practice libraries
- Animate the CEP private Facebook group, support Hubspot administration and social media marketing
- Compile a quarterly CEP newsletter and a monthly member email send out
- Ensure that accurate, up-to-date data is available on-demand for marketing and funder reports
- Support CEP events and special projects, as required

Qualifications:

- Proven experience and education, most often attained through completing a bachelor's degree and at least 3 years of experience in positions with similar responsibilities.
- Highly organized, self-motivated, and results-oriented with a keen attention to detail
- Strong research, writing, and editing skills with a demonstrated ability to create high-quality online and written content
- A strong understanding of data collection, analysis and use for driving continuous improvement
- Strong leadership skills with ability to hold staff accountable to timelines and deliverables
- Strong copy-editing, written/verbal communication, and administrative skills
- Ability to work with social media, Customer Relationship Management Software (CRMs) and inbound marketing software and databases
- Strong capacity to multi-task and to manage competing priorities in a fast-paced and dynamic work environment
- Positive, enthusiastic, and flexible
- Understanding of Truth and Reconciliation Calls to Action and ability to embed EDIJR into the work
- Understanding of community change and collaboration as related to poverty reduction
- Experience working with diverse communities and understanding of the realities of equity-deserving communities.
- Ability to work virtually, both independently and in co-operation with a small team
- Strong computer and technical skills with proficiency in MS Office, Canva, Mural, and Zoom
- Ability to speak and write in English is required. Ability to speak and write in languages in addition to English is an asset.
- Willingness/ability to travel, as required

Tamarack is committed to inclusive, respectful, and equitable workplaces that represent the communities we support. We are a learning organization who is continuously working to improve our systems, policies, and practices to remove barriers to support the success of our staff and learner community. As an organization we are accountable for creating equitable opportunities and a sense of belonging not only for our team, but also for our network and communities we support. We value applicants with a diverse range of experiences, skills, and backgrounds, and encourage you to apply.

At Tamarack we are committed to engage and elevate the voice of those most impacted by issues who have the greatest insight into possible solutions.

Tamarack strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact isaac@tamarackcommunity.ca.

Supervision and Reporting:

The Learning Lead will report directly to the Associate Director, Communities Ending Poverty. They will work closely with Tamarack’s four learning community teams, as well as the Director Finance & Operations, the Community Animator, DSEL, Managers of Communities, and other team members.

Work Environment:

This job is full-time 40 hour per week position. The candidate may reside in any location in Canada. Tamarack is a remote work environment, and your designated office space may be in your home. In some cases, Tamarack will rent team members office space near their preferred location in Canada.

Vaccination Requirement:

Tamarack requires all team members who participate in face-to-face meetings and events to be double vaccinated against COVID-19. Candidates who are not vaccinated will be considered. If the successful candidate is not vaccinated, they will only be able to participate in meetings and events virtually.

Salary & Benefits:

Tamarack provides a competitive salary and immediate health benefits, RRSP package after two years of service, lieu and flex time, and a personal learning fund, technology fund and gratitude fund. Tamarack 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. The successful candidate will be offered a salary that is commensurate with experience.

Application Process:

The interview process will consist of a first and second round interview, led by current Tamarack team members familiar with the role. Tamarack designs interview processes with the intention of supporting applicants to learn about the organization and its culture and commitments. Interview questions will be provided in advance. External candidates who complete second round interviews will be compensated for their time.

Please send your resume and cover letter with the subject line *CEP Learning Lead* to Isaac at isaac@tamarackcommunity.ca by Tuesday February 28th at 12pm ET. While we thank all interested applicants, only shortlisted candidates will be contacted.

Tamarack is committed to creating a diverse environment and is proud to be an equal opportunity employer. We strongly encourage candidates from historically underrepresented groups to apply. 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.