

Job Opening

Community Animator: Learning Lead

Communities Ending Poverty

Tamarack Institute is seeking a full-time Community Animator: Learning Lead to join Tamarack's Vibrant Communities (VC) 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 citizens and institutions to solve major community issues. Our belief is that when we strengthen community capacity to engage citizens 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.

VC is a division of Tamarack that supports cities and local leaders to develop and implement large-scale change initiatives through these 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 create, monitor, and drive forward an online learning agenda that is engaging, relevant, and responsive to the CEP network's learning needs. They will define, track, and analyze metrics and progress toward targets, and make recommendations to grow engagement and drive continuous improvement. The Learning Lead will create high quality online and written content and will provide administrative, scheduling, copy-editing, 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:

- Develop a high-quality 12-month learning plan that is engaging, relevant, and responsive to the CEP network's diverse learning needs
- Define and track engagement metrics and progress toward targets, and make recommendations to drive continuous improvement
- Hold the CEP team accountable to timelines and deadlines
- Lead preparation, planning, hosting and follow up for public and private webinars
- Lead and work with Managers of Cities and members to plan for, write, copy edit, and publish case stories and blogs that showcase success stories from the network
- 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 and support Hubspot and social media marketing
- Compile a quarterly CEP newsletter and a monthly member email send out

- Ensure that 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 master'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, CRMs, and inbound marketing software and databases
- Positive, enthusiastic, and flexible
- Strong capacity to multi-task and to manage competing priorities in a fast-paced and dynamic work environment
- Understanding of community change and collaboration as related to poverty reduction
- Experience working with diverse and marginalized 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
- Bilingual (English and French) is a strong asset
- Willingness/ability to travel, as required

Supervision and Reporting:

The Manager of Cities will report directly to the Team Lead, Communities Ending Poverty, and will work closely with the VC Director. They will also work closely with the other members of the VC team, including but not limited to the Senior Manager/Team Lead Finance & Operations, the Community Animator, Marketing and Communications, other Managers of Cities, and other team members.

Work Environment:

This job is full-time and, as with most jobs at Tamarack, is home office-based. Tamarack is committed to employment equity and will prioritize applications from people with lived/living experience of poverty, as well those who self-identify as being from a marginalized community, including Indigenous peoples, visible minorities, persons with disabilities, and people of all sexual orientations and gender identities. We encourage candidates to indicate their relevant identities in their cover letters.

Salary & Benefits:

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

To Apply:

Please send your resume and cover letter (subject line: CEP Learning Lead) to Isaac at isaac@tamarackcommunity.ca by **Friday January 7th at 12pm ET**. Natasha can be reached at natasha@tamarackcommunity.ca between Dec 13-17 and Jan 4-7 to answer questions regarding this opportunity. While we thank all interested applicants, only shortlisted candidates will be contacted.