

We are hiring!

LD Empowerment Coordinator

The Learning Disabilities Association of Newfoundland and Labrador (LDANL) is hiring an LD Empowerment Coordinator for Adult Empowerment Services. The LD Empowerment Coordinator will work as part of the Adult Literacy Support Team and be responsible for various empowerment services for adults. LDANL is a non-profit, charitable organization dedicated to the advancement of education, employment and social development of people with Learning Disabilities (LD).

Duties and responsibilities:

- work as part of the LDANL Adult Literacy Support Team.
- coordinate empowerment services such as career support, navigation, transition and peer support groups for adults with LD.
- provide face-to-face and virtual support such as skill and career development, and navigation and transition support to adults with LD in one-on-one and group settings.
- outreach to service providers such as community organizations and potential service users.
- establish necessary partnerships in the development of the empowerment services.
- create promotional materials and promote the services.
- recruit, train, and coordinate volunteers.
- be responsible for service user registration and learner files.
- collect feedback from service users and partners for the evaluation of the program.
- work closely with the Project Management Team.
- prepare regular updates and reports.

Skills and competencies:

- awareness and knowledge of LD/ADHD.
- experience working in the not-for-profit sector.
- experience working with adults with Learning Disabilities, and those in vulnerable populations.
- University education in related areas and experience working with persons with LD are preferred.
- familiarity with Google Drive and virtual meeting platforms.
- ability to work independently and as part of a team.
- self-motivated and capable of setting priorities and achieving strict targets and timelines.
- experience preparing support plans.
- organizational skills within a flexible work environment with some flexibility in hours of work.
- strong communication skills, and experience in preparing and facilitating presentations.
- being able to maintain workplace confidentiality.

Terms: 25 hours per week at \$17 per hour, up to 52 weeks.

Closing Date November 10th, 2021

Send us your resume and a covering letter to be considered for this position: aneesh@ldanl.ca