

Contact North | Contact Nord

Ontario's Distance Education & Training Network
Le réseau ontarien d'éducation et de formation à distance

Contact North | Contact Nord is Ontario's Distance Education & Training Network. Through 112 online learning centres, we help Ontarians in 600 small, rural, remote, Indigenous and Francophone communities access education and training opportunities from Ontario's 24 public colleges, 22 public universities and 250 literacy and basic skills and training providers without having to leave their community. We provide services in English and French. For more information, visit www.contactnorth.ca.

Contact North | Contact Nord is seeking a positive, energetic and organized individual to fill the following full-time position:

ONLINE LEARNING RECRUITMENT OFFICER
Sault Ste. Marie
Competition number: # 16-73-SAUL

Reporting to the Director, Recruitment and Partnerships, the Online Learning Recruitment Officer is responsible for the following:

1. Grow course registrations generated and supported year-over-year within the Sault Ste. Marie area.
2. Develop referral partnerships with employers and community organizations.
3. Provide high-quality service and support to students with a priority on Indigenous, Francophones, Persons with Disabilities and First Generation Learners.
4. Maintain and update database information, including daily contact lists, student information, marketing activities and other statistical data to support performance measurements.
5. Hire, train and supervise Student Services Representatives.
6. Identify and participate in marketing and networking opportunities to increase awareness of services available through Contact North | Contact Nord.

Key Requirements:

- **Fully bilingual with an equally high standard of verbal and written communication skills in both French and English is considered an asset.**
- Post-secondary credential.
- 3 to 5 years related experience.
- Knowledge of and experience working with local community organizations.
- Excellent customer service skills and demonstrated experience in sales or marketing for products, services, or events or retail management experience.
- Excellent public speaking and presentation skills.
- Experience with or a willingness to learn to use a variety of distance education platforms, such as audioconference, videoconference and web conferencing.
- Familiarity with online and distance education, literacy and basic skills sector, and the Ontario post-secondary sector.
- Proficiency in MS Office, including Word, Excel, PowerPoint and Outlook.
- Proven team leadership, 1-3 years supervisory experience and experience scheduling staff.
- **Must possess a valid driver's license and a reliable means of transportation, which would allow for travel within the area (kilometer reimbursement included).**

Compensation: \$19.34 per hour plus competitive benefits & RRSP contribution plan.

Hours: 35 hours per week. Hours are mainly daytime; however, flexibility to accommodate sporadic evenings and weekends is required.

Interested individuals are invited to submit a **cover letter** and **electronic résumé**, complete with **two to three employment references**, quoting **Job Competition #16-73-SAUL** in the subject line of the e-mail, by **4:30 p.m., Friday, January 27, 2017**, to resumes@contactnorth.ca.

We are an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the selection process.