



## **Job Posting: Professional Development Administrator for ARCQE**

The Alberta Resource Centre for Quality Enhancement (ARCQE) is currently looking for a new candidate for the position of Professional Development Administrator with skill sets in the following areas to join this creative work environment established to support the evolving needs of the early learning and care sector.

### **Professional Development & Training**

Conference Support Event planning expertise to support ARCQE's annual National Child Day conference annually in November

- Management of registration process (tracking of participant session options, nametags, registration table day of the conference)
  - Presenter selection, confirmation and support.
  - Delegate packages (supporting handouts, materials, receipts, conference information, prize information and event needs and information).
  - Uploading and preparation of ARCQE's virtual conference platform (using Accelevents)
  - Securing and supporting virtual vendor booths and exhibitor information
- Training Coordination Support
- Coordination of regional training sessions for Ages & Stages Questionnaire (ASQ) train the trainer series across Alberta
  - Procurement of venues, presenters, and management of registration of attendance
  - Development & distribution of workshop handouts and ASQ kits to support orientation
  - Presenter support (provision of print materials, attendance information, certificates of attendance)
  - Monthly reporting relating to sessions delivered, number of participants who have attended training events, and aggregation of feedback collected regarding training
- Regional Workshop Support Management of all regional & site specific workshop coordination
- Coordination of all regional face-to-face workshops (scheduling, securing venue, confirming presenter schedule)
  - Print and management of all workshop materials (i.e. handouts, attendance/registration information, & certificates).
  - Coordination of all workshop presentation material to presenters. (Provide copies of all workshops to presenters, as well as all presenter information required to facilitate sessions).



- Coordination of all a/v needs for presenters (both regional and site-specific sessions)
- Tracking and monitoring of enrollment to all ARCQE workshops and as necessary cancellation and rescheduling of sessions under enrolled.
- Development of new and regular review and updates of existing workshops throughout the year.
- Mentor orientation for all new presenters regarding details for those delivering workshops.
- Vetting approval of new PD offerings to ministry to support educator reimbursement with PD costs and/or Release Time Funding claims

#### Virtual Workshop Support Management of ARCQE's virtual platform for scheduling meetings and professional development

- Facilitating booking schedule of the site for all meetings and workshops
- Coordination of orientation for presenters new to the platform who will be delivering ARCQE workshops & training.
- Monitoring of all virtual workshop registration, and receipts to participants.
- Coordination of printing of all support materials for participants attending virtual workshops (i.e. handouts, certificates, and attendance information to presenters).

#### Partner agreement professional learning session coordination

- Serving as lead on coordination of delivery of sessions for partner organizations
- Identifying trainers to support delivery of new sessions
- Preparing approval of sessions for ministry to support qualification of the PD session for PD funding and Release Time Funding.
- Tracking and supporting registration, attendance and completion rates of participants.
- Developing and posting registration of sessions for the sector.
- Supporting promotion and awareness building of new PD offerings.
- Scheduling of trainers and input/feedback to PD series ensuring the Early Learning lens is reflected in all external partnership sessions.
- Supporting evaluation/service review follow up and dissemination of certificates of attendance.

#### Services & Resources

##### ■ Technological & Social Media Support

1. Supporting updates to PD section of Website ARCQE website
  - Expertise with designing and/or maintenance of organizational websites



- Uploading information to the website weekly, monthly regarding upcoming workshops, conference updates, notices to the sector, photo uploads, surveys
- 2. Social Media Support
  - Ability to support PD updates to ARCQE's social media sites in Facebook, Twitter & Instagram pages (daily alerts, notices, posting of links, responding to queries, researching new information to share with members)
- Supporting Membership Information & Resources:
  - Facilitating purchase of Resource Access Pass cards (RAP) or Passport to Learning (PTL) cards for discounts to PD sessions and community resources
  - Management & tracking of membership program benefits to the sector (i.e. renewal letters, processing of membership cards, research and circulation of monthly best-practice articles)
  - Promotions and marketing of ARCQE workshops, conferences, and virtual e-learning opportunities
  - Revision of ARCQE Fee for Service contracts and invoices

Contract timelines and remuneration to be based on candidate skills, availability and level of responsibilities assigned. Interested candidates should forward resumes care of [corinef@arcqe.ca](mailto:corinef@arcqe.ca). We thank all interested candidates for their submissions however; only qualified candidates will be contacted for interviews. Position will be posted until a qualified candidate is selected.