

Research and Professional Development Program Coordinator

Supply Chain Canada (SCC) is a leading non-profit association dedicated to advancing and promoting the supply chain profession across Canada. Our organization is committed to providing resources, education, and networking opportunities to members and the public, fostering professional growth, innovation, and excellence in the supply chain sector.

Reporting to the President and CEO, the Program Coordinator plays a key role in managing the Professional Development (PD) program, contributing to the on-going success of SCMP designation holders and the advancement of the supply chain management profession. In this role you will identify learning opportunities for our profession and oversee the design and smooth delivery of PD courses, webinars, and events. The ideal person will be adept at managing timelines, budgets and resources; and build strong relationships with instructors, education providers and industry partners to meet the evolving needs of supply chain professionals across Canada.

As the Program Coordinator, you will play an integral role in shaping the learning experience of supply chain professionals across the country, helping them develop the skills needed to excel in their careers. If you are passionate about professional growth and thrive on creating exceptional learning experiences, this is the opportunity for you to make a meaningful mark in the industry.

Our organization follows a virtual work structure where employees work remotely and may be required to attend in-person meetings and events, as needed, based on the demands of specific tasks. Travel may be required on occasion.

Key Responsibilities:

1. Professional Development (PD) Program Development:
 - Liaise with business leaders and proactively identify and recommend new learning opportunities that contribute to the ongoing professional development of SCMP designation holders and the public.
 - Work with SMEs, education partners, and stakeholders to curate content that aligns with the evolving needs of supply chain professionals, ensuring the SCMP designation holders remain competitive and knowledgeable in their field.
 - Work closely with the marketing team and partners to develop sales strategies to attract participation in courses.

2. Program Management and Administration:
 - Oversee the administration and scheduling of PD programs consisting of in-person and online courses, workshops, and webinars.
 - Coordinate closely with internal teams to optimize course offerings, marketing, and scheduling to drive program enrollment.
 - Prepare reports on program performance, including participation rates, satisfaction scores, and financial outcomes.
3. Instructor and Partner Management:
 - Act as the primary point of contact for third-party instructors and education delivery partners, managing relationships to ensure effective course delivery.
 - Identify, contract, and manage 3rd party instructors and education delivery partners to ensure that they meet Supply Chain Canada's standards.
 - Oversee the onboarding and training of new instructors to ensure consistency in quality and alignment with the organization's educational objectives.
4. Adult Learning Experience and Quality Assurance:
 - Lead in the development of instructional delivery standards and apply adult learning principles and instructional design theories in assisting instructors in creating an engaging and effective learning experience.
 - Implement processes and metrics for continuous improvement in course delivery, including post-course evaluations and quality control checks.
 - Work with instructors to address any issues related to content delivery, course materials, or learner engagement.

Qualifications:

- Bachelor's degree in business, education, or related field.
- SCMP Designation or SMT Diploma is highly preferred.
- A minimum of 3-5 years of experience in program management or administration, preferably in an educational or professional development setting.
- Strong industry experience in Supply Chain Management.
- Familiarity with scheduling, budgeting, and resource management.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills for managing relationships internally and externally.
- Proficiency in Microsoft Office Suite and experience with various Learning Management Systems (LMS).

Why Join Supply Chain Canada:

As the leading professional association for supply chain professionals in Canada, Supply Chain Canada offers a dynamic and rewarding environment where you can contribute to the growth and development of a key sector in the economy. Supply Chain Canada also offers many other benefits including flexible remote work hours, competitive benefits, and participation in the company's RRSP/TFSA program.

Please submit a cover letter and resume to adavies@supplychaincanada.com

The deadline to apply is December 13th, 2024.