

LAT 53° 33' 40" N LON 113° 33' 50" W

- Train and direct new staff and volunteers involved with the outreach and in-house programs.
- In conjunction with the marketing group, develop and conduct appropriate market surveys.
- Maintain all related equipment including program vehicles.
- Instruct in-house school programs.
- Other related duties as assigned.
- Travel to deliver programs both in Edmonton and rurally.

### **QUALIFICATIONS:**

#### **Knowledge and Abilities:**

- Outstanding written and oral communications.
- Strong preference will be given to candidates with background in programming, coding or digital literacy.
- Excellent group presentation skills.
- Able to instruct, organize and supervise group activities.
- Work effectively as a member of a team and independently.
- Able to use and have a technical aptitude in the use of audio-visual equipment and computers.
- Ability to lift and carry up to 50 lbs.

#### **Education and Experience:**

- B.Ed. – Early Childhood/Elementary/Junior High with science specialty preferred, or appropriate related experience.
- Valid Alberta driver's license with a good driving record.

**Note:** A clean Police Information Check including the vulnerable sector and a clean Drivers Abstract are conditions of employment for successful candidates. The checks must be completed prior to commencement of work and are the financial responsibility of the candidate.

**Salary:** \$56,179.50-\$70,200.00 annually based on 2023-2024 Collective Agreement (FT160)

**Hours of Work:** Monday to Friday, 75 hours bi-weekly - flexible hours per day/week. Some travel within Edmonton and rural areas is required.

**Opening Date:** August 19, 2025

**Closing Date:** August 26, 2025

**How to Apply:** [hr@twose.ca](mailto:hr@twose.ca)

**Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.**