



Impact Organizations of Nova Scotia

Improving Lives by Empowering Community



WORKING WITH
OUR TEAM!

Learning and Engagement Manager

Commitment to Team Diversity

Impact Organizations of Nova Scotia (IONS) is committed to building a staff team that reflects and demonstrates valuing the diversity of the province. We strive to ensure a culture that supports a variety of perspectives and life experiences. We are committed to being an intentionally inclusive and equitable employer and creating an exemplary welcoming environment.

We are intentional in our recruitment approach and encourage applications from African Nova Scotians, those from Indigenous communities, other racially visible persons, the 2SLGBTQIA+ community, and persons with disabilities and will prioritize diversity in our selection process. If you are a member of one of these equity-deserving groups, please self-identify in your cover letter and/or resume.

Introduction

Impact Organizations of Nova Scotia (IONS) supports community impact organizations across the province by offering capacity building and networking opportunities, resources and supports. Increasingly, we are engaging with the sector to understand its impact, priorities, challenges, and opportunities, to raise awareness its importance and advocate on its behalf. A core part of IONS' work is to provide capacity building programs, network learning, resources, and support for the Community Impact (Nonprofit) Sector. We help provide the tools, skills, and knowledge to increase the capacity of existing and newly forming impact organizations province-wide to ensure they build a flexible, diverse workforce that will thrive in today's digital economy. Over the past year, we have developed our approach to programming and are now seeking a manager to oversee and develop this area of work together with the Learning and Sector Development team.

About IONS

In service of the Community Impact Sector, IONS' (formerly the Community Sector Council of Nova Scotia) role is to address sector workforce challenges, to build capacity within organizations, and to increase access to expertise, opportunities, and resources. IONS provides skill building and learning opportunities, network connections, and support for impact organizations.

In early 2020, we released a [3-year strategic plan](#) focused on sector education and innovation, collaboration, advocacy and celebration. More recently, we have increased our commitments to Justice, Equity, Diversity, Decolonization and Inclusion (JEDDI), as we recognize the crucial and urgent need for a more just, equitable, and community-driven approach to re-envisioning our society. As an organization located in Mi'kma'ki, we recognize that we are active beneficiaries of colonialism and that it is our collective responsibility to carry out long overdue, vital anti-oppression and reconciliation work.

Role Description

The *Learning and Engagement Manager* reports to the *Director, Learning and Sector Development* while working closely with the *Learning Content Developer* and the *Reconciliation in Action Advisor*, as part of the IONS Learning and Sector Development team. Based on a comprehensive sector

engagement process, we developed our Learning Framework to guide our approach to offering skill building opportunities to the sector with three main knowledge themes: Sustainable Operations, Healthy Workplaces, and Systems Change and Innovation. The Learning and Engagement Manager understands that the sector requires new skills, mindsets, and ways of being to help us navigate the complex issues that we are facing, at the individual, organizational, and societal level. The Learning and Engagement Manager will:

- Design, plan, execute and follow up of high-quality learning and engagement programs and initiatives ranging from webinars, communities and networks of practice, cohort trainings etc. and through varying modes of delivery (in-person, online, blended) while ensuring:
 - Value and culture alignment with IONS [Strategic Plan](#) and [Learning Framework](#)
 - Consistency with the expectations of funders and needs of clients and to serve diverse audiences.
- Engage and work with subject matter experts to create compelling learning content.
- Work collaboratively with the team to develop a sector engagement and learning plan for IONS.
- Provide logistical support and project management for activities and events for the Learning and Sector Development team.

Key Responsibilities:

- In collaboration with the Director of Learning and Sector Development, establish systems and procedures to ensure the efficiency and effectiveness of learning and engagement offerings.
- Coordinate logistics related to learning and engagements event (virtual, hybrid, in-person), including but not limited to liaising with facilitators pre- and post-event, booking event space, distributing materials to participants, ensuring proper technology and equipment is in place and checked, any additional logistics relevant to specific events.
- Administer and ensure evaluation forms are completed and for each event.
- Effectively host online and in-person learning events.
- Advise Director of any issues, concerns, key ideas, or general feedback from participants in both a formal and informal way to ensure organization's ability to remaining connected and responsive to the sector.
- Develop Eventbrite listings and zoom logistics to be used in Eventbrite plus other related administrative tasks.
- Oversee and share management of IONS' Learning Management Systems (SkillsPass and Thinkific).
- Ensure that a variety of diverse practitioners are engaged to develop and facilitate content so that diverse viewpoints and experiences are reflected.
- Work collaboratively with the Director of Learning and Sector Development to develop and implement an outreach plan to develop a robust and attractive pathway for students and graduates interested in or unaware of opportunities working in the Community Impact Sector.
- Identify and meet with key contacts in career services departments at post-secondary institutes, both undergraduate and graduate career services, to attend career events and gain an understanding of support they can provide in reaching out to students.
- Develop and maintain a provincial network of sector relationships in learning and community engagement to work collaboratively in the development of sector capacity building offerings.

- Stay abreast of federal and provincial policies affecting Nova Scotia nonprofit societies and charities.
- Together with the Director, Learning and Sector Development identify and pursue potential funding and partnership opportunities to grow the team's impact.
- Work collaboratively with the Learning and Sector Development team, other IONS team members, and an external evaluator to implement the IONS evaluation framework and develop an annual impact report.
- As this is a new role within the organization, a high degree of flexibility is required as opportunities arise or change happens.

General and Operational Responsibilities:

- Attend IONS team meetings and retreats and contribute to their design and facilitation as needed.
- Provide input to organization-wide processes related to learning, culture, framework development, etc.
- Liaise with vendors, exhibitors, and stakeholders during the project management process to ensure everything is in order.
- Contribute to IONS strategic planning processes.
- Manage relationships with vendors and potential vendors.
- Utilize strong project management skills in the delivery of projects.
- Apply continuous improvement efforts and evidence-based decision making as a critical component of project implementation.
- Other duties as assigned by the Director, Learning and Sector Development
- The Learning and Engagement Manager may be asked to be involved in special projects or tasks by the Director, Learning and Sector Development when time permits, based on the current demands of the role.

Qualifications and Education Requirements

- A minimum of 5 or more years of experience in working with impact organizations, through either work or volunteer experience.
- A bachelor's degree in Business, Community Development, Adult Education, Nonprofit Management, with formal training in hosting and facilitation.

*IONS recognizes that learning and knowing happens in many ways and values perspectives from lived experience, thus equivalent combinations of education and experience will be considered.

Role Specific Knowledge and Experience

- Experience designing, implementing, and delivering engaging, impactful and JEDDI informed learning programs using adult education practices, and specifically on IONS Learning Principles of Decolonizing Pedagogy, Experiential and Student-Centered Learning, Learning Through Networks and Collaborations, and Integration of Systems Thinking, Innovation and Collaboration.
- Comfortable hosting and delivering programs in virtual and in-person environments.
- Senior level communications experience in a nonprofit context.
- Knowledge of priorities and policies affecting the Nova Scotia's Community Impact Sector in both urban and rural contexts.

- A strong understanding of JEDDI issues and commitment to ongoing learning and JEDDI principles.
- A passion for working with the Community Impact Sector and an interest in advancing and promoting the growth of the sector.
- A Skilled communicator and effective public speaking, facilitation, and presentation skills
- High level of proficiency in MS365 environment (specifically Onedrive, Sharepoint, Word, Excel and Teams).
- Extensive experience working with Learning Management Systems (LMS) and/or demonstrated ability to quickly learn new software.
- Ability to work in a virtual environment including reliable internet access.
- Highly organized, self-motivated, and enthusiastic with the willingness to learn in an entrepreneurial and collaborative environment.
- Ability to prioritize and manage multiple projects, timelines, and competing deadlines.
- Demonstrated ability for creative thinking and an entrepreneurial mindset.
- Team oriented and effective collaborator.

Relationships/Contacts

Reports to: Director, Learning and Sector Development

Internal/External Contacts:

- Staff from various levels of government including Municipal, Provincial, and Federal.
- Stakeholders from member organizations and voluntary sector leaders.
- Stakeholders from other sectors including the private sector and academia.
- Colleagues from national organizations supporting nonprofits.
- IONS Team and Board of Directors.

Team Values and Behavioural Agreements

The IONS team is committed to creating a psychologically safe space for diverse perspectives. Team values, beliefs and group agreements are outlined below. All staff are expected to act in accordance with these agreements.

Abundance: We embrace a mindset of abundance because we understand that we have more to gain by working together and we recognize that everyone brings gifts to the team.

Beliefs:

- Working collaboratively makes us a stronger team.
- Diversity and lived experiences are our power.
- Our sum is greater than our individual parts.
- Everyone in the organization is both a leader and a learner.
- Competitive, protective mindsets work against our ability to embody our values.
- We need to incorporate joy into our work and celebrate the wins.

Group Agreements:

- We prioritize communication and knowledge sharing to avoid working in silos.
- We consult with team members on decisions that affect them.
- We value and seek out input and perspectives from across the team to avoid top-down ways of working.

- We create space for people to engage and contribute as their whole self.
- We prioritize learning from each other in a non-judgmental way to build our skills as a group and individuals.
- We come to communication agreements by listening and asking questions with curiosity and respect.
- We celebrate each other's successes.

Courage: We are willing to boldly venture into new territory, showing up with humility and vulnerability and persevering when things get hard.

Beliefs:

- Visionary leadership includes a recognition that nobody has all the answers – we will make mistakes.
- Meaningful change requires trying new things, taking risks, and failing forward.
- We need to cultivate spaces of reflection so that we can learn from our experience and adapt as we go.
- We need to commit to unlearning engrained ways of being and knowing that are based on and perpetuate systemic inequities.
- We need to dismantle systemic inequities rooted in colonialism, oppression, and capitalism.

Group Agreements:

- We are willing to move forward with “good enough for now” rather than seeking perfection.
- We are committed to reflective processes so that we can be strategic in our work.
- We recognize that change is constant and are willing to adapt based on learning or being presented with new information.
- We admit to our mistakes and work to correct them or move forward.
- We learn together about trauma and oppression so that we can be an active part of systems change.
- We actively seek out different perspectives and knowledge to challenge our assumptions and beliefs.
- We recognize the impact and complexity of language, and we are intentional about the language we use to empower or to avoid harm.

Trust: We create the conditions for showing up in ways that feel safe to be our authentic selves.

Beliefs:

- Relationships are at the heart of our work and the change we are striving to affect.
- We need to foster psychological safety to be able to navigate conflict.
- Deepening trust and psychological safety requires commitment to justice, equity, diversity, decolonization, and inclusion.
- Visionary, bold leadership requires an ability to work with tension.

Group Agreements

- We will take time to get to know each other to deepen our relationships and to listen.
- We use generous assumptions about intentions when calling attention to and leaning into tensions or having difficult conversations.

- We recognize that **perceived** defensiveness/ frustration/ apathy can be fostered when others are not feeling heard, and we strive to give space for everyone's voice to be included without judgment or bias.
- In the spirit of a trauma-informed approach, we recognize that not all harm and conflict are equal.
- When disagreements happen, we are committed to finding a way forward that we can live with that aligns with our beliefs and group agreements.
- We offer and receive regular feedback with openness to adapting.
- We address challenges directly with each other in a way that honours each other's personal needs and emotional bandwidth.
- We commit to reflective practices when things feel tough so that we can continue to evolve and build trust.

Working With IONS

Our team is dedicated to trust-building and creating the culture and conditions in which we can show up as our full, authentic selves. We value mental wellbeing, flexible work, and a healthy balance of our work and life. We strive to hold radical generosity for each other in our work and act under the principles of *Ubuntu*.

The Learning and Engagement Manager position is based on a 37.5 hour week, maintaining standard office hours with the ability to work flexibly. This position may have occasional evenings and weekends to accommodate meetings and/or training and may require travel around Nova Scotia. IONS is a provincial organization and has a physical office space in Halifax. We are equipped to work virtually with team members in other areas of the province and support remote and hybrid work.

Compensation

The salary range for this role is \$55,000 - \$65,000, commensurate with education and experience. The compensation package includes generous vacation, a comprehensive health and dental plan, and access to an Employee and Family Assistance Program (EFAP).

COVID-19 Vaccinations

Any offer of employment will be conditional on the provision of valid proof of full vaccination against COVID-19 ([Information on proof of vaccination can be found here](#)), with the exception of cases where an individual has a valid and documented exemption in accordance with Nova Scotia Human Rights (<https://humanrights.novascotia.ca/vaccines-workplace-and-other-public-spaces>).

Want to be a Part of Our Team?

Please merge your cover letter and resume into one PDF and send to nicole@ions.ca with the subject line "Learning and Engagement Manager."

Applications will remain open until we find our newest team member. We will begin **reviewing applications on Thursday, April 7th** and scheduling interviews Monday, April 11 and forward.

Feel free to be creative in your application - we want to get to get a sense of who you are!