



National Campus and Community Radio Association

*Association nationale des radios
étudiantes et communautaires*



NCRA/ANREC c/o ARCC
1516 - 1 rue Nicholas
Ottawa, ON
K1N 7B7

info@ncra.ca

Learning and Development Coordinator

Job Description: Learning and Development Coordinator

Position Overview: The Learning and Development Coordinator (LDC) will play a foundational role in advancing the NCRA/ANREC Strategic Learning and Development Program (SLDP) 2025–2030 (See Appendix A). This position focuses on building the structures, systems, content pathways, and coordination mechanisms needed to support a long-term, sustainable national learning program for campus, community, and Indigenous radio.

Reporting to the Executive Director and working closely with Outreach staff, the LDC will help transition the SLDP from planning to implementation. The role emphasizes program design, coordination, content development support, member engagement, and operational readiness.

This position will also support the educational components of NCRA/ANREC's major sector events, including the Community Media Leadership Summit (formerly Station Manager Summit), the National Campus and Community Radio Conference (NCRC), and related learning initiatives such as the Podcasting School and Producers Conference.

Key Responsibilities:

1. SLDP Program Development and Coordination

- Coordinate the early-stage implementation of the Strategic Learning and Development Program (SLDP), translating the approved plan into practical systems, timelines, and workflows.
- Work with the Executive Director to establish clear learning pathways, content priorities, and development phases aligned with member needs and organizational capacity.
- Support the development and organization of learning materials across multiple formats, including on-demand content, live sessions, workshops, and peer-learning activities.
- Help structure how learning resources are organized, accessed, and updated within the evolving learning platform and policy/resource ecosystem.

2. Education Systems, Tools, and Infrastructure

- Support the rollout and testing of learning-related tools, including the chatbot, resource libraries, and learning management systems.

- Coordinate content updates, internal testing, and pilot use of learning tools with staff and selected members.
 - Help document processes, workflows, and standards that will allow the SLDP to scale beyond the contract period.
- 3. Event-Based Learning and Sector Engagement**
- Support the planning and delivery of educational programming at key sector events, including CMLS/SMS, NCRC 2026, online caucuses, and pilot learning sessions.
 - Work with internal teams and external facilitators to ensure learning sessions are well-scoped, accessible, and aligned with SLDP goals.
 - Support the development and launch of the Producers Conference stream for content creators at NCRC 2026, in coordination with broader conference planning.
- 4. Member Engagement and Communication**
- Work with NCRA/ANREC staff to promote learning opportunities, explain how members can engage with the SLDP, and gather feedback.
 - Serve as a point of contact for member questions related to learning resources, participation pathways, and upcoming educational opportunities.
 - Help design feedback loops (surveys, check-ins, usage tracking) to inform future program refinement.
- 5. Evaluation, Documentation, and Reporting**
- Track participation, engagement, and early outcomes across SLDP activities during the contract period.
 - Prepare internal updates and a final summary report outlining progress, lessons learned, and recommendations for the next phase of SLDP development.
 - Contribute to internal documentation that supports continuity and potential renewal of the role.
- 6. Administrative and Logistical Support**
- Support budget tracking related to SLDP activities, in coordination with the Operations Coordinator.
 - Assist with scheduling, facilitator coordination, materials preparation, and record-keeping related to education initiatives.
 - Ensure learning activities align with accessibility, DEI, and bilingual commitments.

Qualifications:

- Bachelor's degree in Education, Management, Communications, Event Management or a related field (or equivalent experience).
- 2+ years of experience in program coordination, learning and development, or certification administration, ideally within a nonprofit or educational setting. Experience in Community Radio is a bonus.
- Demonstrated project management skills, with experience in handling multiple programs or projects simultaneously.

- Strong written and verbal communication skills, with the ability to engage and collaborate effectively with partners, members, and other stakeholders.
- Proficiency with learning management systems (LMS) and technology platforms related to e-learning and certification tracking.
- Commitment to diversity, equity, and inclusion (DEI) principles, with an understanding of how to implement them in educational content.
- Ability to work independently, manage time effectively, and meet deadlines in a collaborative, flexible work environment.
- Bilingualism a bonus

Working Conditions:

- **Location:** Remote, based anywhere in Canada.
- **Reports To:** Executive Director
- **Supports:** Operations Coordinator
- **Hours:** Full-time (35/week), with occasional travel for NCRA/ANREC events and partner meetings as required.
- **Duration:** This is a contract position, from February 1st to August 31st, with the possibility of renewal.
- **Compensation:** \$30,000-\$35,000 + 4% Vacation pay, does not include benefits.

How to Apply: Please submit your resume and a cover letter to barry@ncra.ca with “Learning and Development Coordinator – YOUR NAME” in the subject line. In your cover letter, please include specific examples of your experience with program management and educational coordination.

Accessibility, Diversity, Equity & Inclusion

NCRA/ANREC values diversity and inclusivity and encourages applications from individuals of all backgrounds, including racialized communities, Indigenous peoples, persons with disabilities, and LGBTQ2S+ communities. Accommodations are available upon request throughout the application process.

Application Deadline: January 11th, 2026

Appendix A - Summary of the Strategic Learning and Development Plan - Context for the Learning and Development Coordinator Role

Overview

The NCRA/ANREC Strategic Learning and Development Plan (SLDP) 2025–2030 is a long-term initiative designed to strengthen the campus, community, and Indigenous radio sector through accessible, coordinated, and sustainable learning opportunities. The SLDP focuses on building shared tools, resources, and learning pathways that support stations, volunteers, staff, content creators, and sector leaders at different stages of experience.

Rather than functioning as a single training program, the SLDP is intended to serve as a national learning ecosystem—bringing together on-demand resources, live learning opportunities, peer-based knowledge sharing, and future learning pathways that can evolve.

The Learning and Development Coordinator role supports the early implementation phase of this plan by helping build the structure, systems, and coordination needed for the SLDP to succeed long-term. Note that many of the items below have already been developed and are either operational or set to become operational.

Core Goals of the SLDP

The SLDP is guided by six interconnected goals, developed through member feedback, sector research, and best practices in nonprofit and media education.

- 1. Member Retention and Engagement**
Provide accessible, relevant learning opportunities that help members feel supported, connected, and equipped to meet local and national challenges.
- 2. Professional Growth and Skill Development**
Support skill-building across broadcasting, content creation, station operations, leadership, and governance through clearly organized learning pathways rather than one-off training.
- 3. Revenue and Program Sustainability**
Lay the groundwork for long-term sustainability by developing learning offerings that can eventually support cost recovery, partnerships, and external participation—without creating barriers for members.
- 4. Diversity, Equity, and Inclusion (DEI)**
Embed anti-oppression, accessibility, and inclusive practices across all learning content, delivery formats, and participation models.
- 5. Digital Transformation and Accessibility**
Centralize learning resources using digital tools such as a learning platform and chatbot to ensure materials are accessible regardless of geography, station size, or staffing capacity.
- 6. Learning Pathways and Shared Standards**
Over time, support the development of structured learning pathways that help individuals and stations understand progression, expectations, and best practices within community media.

Year 1–Early Year 2 Focus (February 2025 – August 2026)

The initial phase of the SLDP focuses on laying the foundation, not on full-scale delivery.

Key priorities include:

1. Organizing existing and new learning content into coherent pathways
2. Establishing systems for hosting, updating, and accessing resources
3. Testing digital tools such as the chatbot and learning platform
4. Supporting learning-focused programming at national events
5. Documenting processes to support future growth and staffing continuity

This period emphasizes pilot activity, coordination, and refinement, with flexibility based on staff capacity and funding.

Learning Approaches and Formats

The SLDP supports multiple learning formats to reflect the realities of community media work:

- On-demand learning resources and modules
- Live webinars, workshops, and facilitated discussions
- Event-based learning at SMS, NCRC, and related gatherings
- Peer learning and Train-the-Trainer approaches
- Written resources, toolkits, and policy guides
- Digital tools (e.g., chatbot) to support just-in-time learning and access

Foundational learning content is prioritized in early phases, with more advanced and specialized learning introduced gradually.

Learning Pathways

As the SLDP matures, learning pathways may include optional, non-mandatory recognition models that help participants demonstrate learning progression and experience.

These pathways may eventually include:

- Foundational learning for new volunteers, staff, and creators
- Intermediate learning for station managers, producers, and coordinators
- Advanced learning focused on leadership, governance, and sector expertise

At this stage, the focus is on designing and testing pathways, not delivering a finalized accreditation or certification system.

Roles and Collaboration

The SLDP is implemented collaboratively across the organization.

Key contributors include:

- Executive Director: strategic oversight, partnerships, and alignment, funding, sustainability, and systems support
- Marketing and Outreach staff: communication and member engagement
- Learning and Development Coordinator: coordination, structure-building, documentation, and pilot implementation
- External facilitators and subject-matter experts: content development and delivery as needed
- Various partner organizations

Evaluation and Continuous Improvement

Evaluation in the early phase focuses on learning and adaptation rather than compliance.

This includes:

1. Tracking participation and engagement
2. Collecting qualitative member feedback
3. Reviewing tool usage and accessibility
4. Documenting lessons learned and recommendations

Findings inform future phases of SLDP development and decisions about role renewal or expansion.

Long-Term Vision

By 2030, the SLDP aims to:

- Provide a cohesive national learning framework for community media
- Support sustainable, accessible skill development across the sector
- Strengthen partnerships with educational, media, and technology organizations
- Enable optional learning pathways that reflect shared standards and best practices
- Reinforce NCRA/ANREC's leadership role in community media education and advocacy

*** *End Document* ***