National Campus and Community Radio Association

Association nationale des radios étudiantes et communautaires

NCRA/ANREC c/o ARCC
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Version 1 - November 5, 2026

Learning and Development Coordinator

Position Overview

The Learning and Development Coordinator (LDC) will advance the NCRA/ANREC Strategic Learning and Development Program (SLDP) 2025–2030 and the continued development of !earshot Academy. The position focuses on learning pathways, educational resources, digital learning systems and coordination for campus, community and Indigenous not-for-profit radio stations.

Reporting to the Executive Director and working with membership, outreach and conference staff, the coordinator will turn existing plans and materials into organized, usable learning resources. The role combines program coordination, content development and adaptation, platform administration, member communication and evaluation.

The position will also coordinate educational contributions and possibly attend our NCRC 2027 (Our national conference in Halifax, June 14-19th) and other approved sector events. The Executive Director provides strategic oversight and approves priorities, budgets and agreements; staff and subject-matter experts contribute within agreed scopes and available resources.

Key Responsibilities

1. SLDP Program Development and Coordination

- Coordinate implementation of the SLDP workplan, translating approved priorities into practical timelines, workflows and milestones.
- Work with the Executive Director to develop !earshot Academy learning pathways, content priorities and development phases aligned with member needs and organizational capacity.
- Review, adapt and organize existing materials, and coordinate scoped contributions from subject-matter experts across on-demand modules, written resources, recordings and event materials.
- Develop and document recommendations for program pricing, cost recovery, partnerships and future accreditation or certification.

2. Education Systems, Tools and Infrastructure

- Organize and publish content in Moodle and related resource systems, with clear navigation, consistent formats and documented learning outcomes.
- Coordinate structured member review and testing, document feedback and revisions, and address content accessibility gaps with technical or specialist support before publication.
- Document permissions, version control, update schedules and processes that allow learning resources and pathways to be maintained beyond the contract period.

3. Event-Based Learning and Sector Engagement

- Coordinate educational contributions and learning materials for NCRC 2027, online activities and other approved sector events.

- Work with conference staff and external facilitators on session content, contributor schedules and materials aligned with SLDP priorities.
- Arrange permissions and organize recordings or other approved event content for reuse in !earshot Academy.

4. Member Engagement and Communication

- Work with NCRA/ANREC staff to explain learning pathways and share information about available resources.
- Respond to member questions about learning materials and the platform, referring technical or specialist questions to the appropriate staff or contributors.
- Gather feedback through surveys, check-ins and resource-use data to inform content priorities and improvements.

5. Evaluation, Documentation and Reporting

- Maintain the resource inventory, publication records, workplan and evidence of completed deliverables; provide regular progress updates to the Executive Director.
- At onboarding, verify completed work and agree on the remaining contribution to the CRFC project's resource targets: at least 20 resources developed or updated, at least 25 resources added to the online platform, and a goal of at least six level-two pathways over the full grant year.
- Prepare content and project information for CRFC reporting, including a grant-year summary by August 31, 2027.
- Contribute to the SLDP sustainability plan, including recommendations on participation pricing, future development and accreditation or certification.

6. Administrative and Logistical Support

- Track approved project expenses and commitments with the Executive Director and the staff responsible for finance.
- Coordinate contributor schedules, materials preparation, project files and related records.
- Ensure educational resources reflect the association's accessibility, diversity, equity, inclusion and bilingual commitments, arranging specialist or translation support where required.

Qualifications

- A degree or diploma in Education, Communications, Management, Event Management or a related field, or an equivalent combination of relevant experience and education.
- Ideally, two years of experience in program coordination, learning and development, content development or a comparable role, ideally within a nonprofit or educational setting.
- Strong project management and organizational skills, with the ability to coordinate several activities, maintain records and meet deadlines.
- Strong written and verbal communication skills and the ability to work effectively with members, staff, facilitators and other partners.
- Experience using learning management systems or other digital content platforms; Moodle experience is an asset.
- An understanding of accessible and inclusive learning, and the needs of small organizations with limited staff and resources.
- Experience in campus, community or Indigenous radio and English–French bilingualism are assets.

Working Conditions

- Location: Remote, based anywhere in Canada. The successful candidate must be legally permitted to work in Canada.
- Reports to: Executive Director.
- Hours: Full-time, 35 hours per week, normally Monday to Friday. Occasional travel and evening or weekend work may be required, with scheduling agreed in advance.
- Duration: January 3 to August 31, 2027, with an opportunity for extension subject to funding, program needs and mutual agreement. The first regular workday is Monday, January 4.
- Compensation: $30 per hour, plus 4% vacation pay. The position does not include extended health or dental benefits (But may if extended).

How to Apply

Please submit your résumé and a cover letter to barry@ncra.ca with “Learning and Development Coordinator – YOUR NAME” in the subject line. In your cover letter, include examples of your experience with program coordination, educational content or learning systems.

Accessibility, Diversity, Equity and Inclusion

NCRA/ANREC values diversity and inclusivity and encourages applications from people of all backgrounds, including racialized communities, Indigenous Peoples, persons with disabilities and 2SLGBTQIA+ communities. Any interviews may be recorded for transparency, with unanimous approval. No AI will be used during the interview process or in the screening and selection of candidates. Accommodations are available on request throughout the application process; contact barry@ncra.ca.

Application Deadline: November 30, 2026 at 5:00 p.m. Eastern Time. Interviews are planned for December 7–9 between 11 am and 4 p.m. Eastern Time to be conducted online with the hiring committee. If you are selected for an interview, additional information, including a copy of our SLDP, will be provided.

This initiative is made possible by the Community Radio Fund of Canada.

Funded by the Community Radio Fund of Canada

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