

ONLINE TRAINING COORDINATOR

FOOD &
BEVERAGE
manitoba



Food & Beverage Manitoba always wanting to ensure it provides relevant support to its members, is now in need of an **Online Training Coordinator** to join the team.

Food & Beverage Manitoba is a not-for-profit, industry-led association dedicated to promoting Manitoba's vibrant food and beverage industry, and ensuring our members have the resources, strength and conditions they need to succeed. We do this by providing the expertise and support our members need most: in developing new markets, training a skilled workforce, building human resource capacity, creating opportunities for networking and collaboration, and sharing critical information about domestic international trade industry regulations, and government programs.

With the recent events of COVID-19, adapting to the needs of members has become a priority by changing our delivery of services. Training services must now support various online platforms, virtual workshops with multiple breakout room capacity.

The **Online Training Coordinator** will research, recommend and use various technology tools available to make knowledge transfer seamless to simultaneously conduct online and face to face training sessions, where needed. Training programs must be planned, coordinated, implemented, scheduled and outcomes assessed by the **Online Training Coordinator**. This will be accomplished in collaboration with the rest of the team and with the business priorities of industry members and government stakeholders, while reporting into the Program Director.

Key Responsibilities

- Plan, develop, and deliver program content to meet all training needs of the Agri-food industry (food and beverage manufacturing and primary agriculture sub-sectors) as is determined through consultation
- Contact and coordinate outsourced trainers to deliver all educational programming for the Agri-food industry (food and beverage manufacturing and primary agriculture sub-sectors), when in house delivery is not possible.
- Act as a liaison with various stakeholders – government, industry representatives, communication specialists, and technology experts to facilitate training to ensure the calendar of training programs is well understood.
- In consultation with the Program Director, prepare regular narrative and financial reports for funding partners

Visit <http://bit.ly/FBMB-OTC>
to learn more!

Qualifications

- Strong knowledge of the Agri-food industry (food and beverage manufacturing and primary agriculture sub-sectors) is a definite asset
- A minimum of 3 years' proven experience in online training methods and approaches and in adult education
- Proficient in the Microsoft Office Suite, Microsoft Teams, Zoom, Webex and other online training platforms
- Ability to build relationships with various stakeholders - industry, facilitators, government, consultants, and diverse populations.
- Excellent written and verbal communication skills including report writing, proposal development, and presentation and facilitation abilities
- Excellent interpersonal, time management, problem solving, and organizational skills
- Ability to work remotely and independently
- Post-secondary degree or certificate in Education, Food Science, Agricultural or equivalent education and experience
- Valid Class 5 Driver's License and reliable vehicle required

If you would like more information about this position or **Food & Beverage Manitoba**, please visit <http://bit.ly/FBMB-OTC>

If you believe you can make a strong contribution to this organization as an **Online Training Coordinator**, please submit your resume in confidence to **Lisa Cefali, Partner, Executive Search & Strategic Development** at lisa.cefali@legacybowes.com quoting #203220