

We have an immediate opening for a professional with extensive sales, presentations and customer service experience for the following position:

## **Online Learning Recruitment Officer**

### **Superior East Territory**

**Competition #19-24-MARA**

**Territory: Manitouwadge, Marathon, Pic Mobert First Nation, Schreiber, Terrace Bay, Wawa, White River, Chapleau, Dubreuilville, Hawk Junction, Hornepayne, Michipicoten First Nation, Missinabie First Nation, Pays Plat First Nation, Pic River First Nation**

#### **What We Do**

Contact North | Contact Nord helps underserved Ontarians in 600 small, rural, remote, Indigenous and Francophone communities by making it possible for them to access education and training without having to leave their communities.

#### **What you do as a member of our team:**

Reporting to the Director, Recruitment & Partnership, the Online Learning Recruitment Officer is responsible for the following:

- You will recruit students for the online programs and courses offered by Ontario's 24 public colleges, 22 universities, 9 Indigenous institutes, 76 district school boards, 200 literacy and basic skills providers, and 50 skills development training providers and promote local community resources
- Engage with community, business and other organizations to set up referral partnerships to serve the needs of potential students in the communities within your territory
- You provide high quality service at the online learning centres in your territory
- Hire, train and supervise up to 5 Student Recruitment & Services Representatives

#### **What you need to be successful:**

- 3-5 years' experience in sales achieving set targets and partnership building.
- Strong public presentations and communication skills both written and verbal.
- Proven bilingualism (written and oral) in areas designated under the French Language Services Act; proven bilingualism is an asset in areas not designated under the act
- 1-3 years' experience in supervising and scheduling staff.

- Post-secondary credential.
- Experience working with local community organizations and developing referral systems.
- Proficiency with MS Office, including Word, Excel, PowerPoint and Outlook.
- Familiarity with online and distance education, literacy and basic skills sector, and the Ontario post-secondary sector.
- **Must possess a valid driver's license and reliable means of transportation, which would allow for travel within the area (kilometre reimbursement included).**

**Contact North | Contact Nord provides:**

- A dynamic and friendly environment work where employees have an opportunity to do meaningful work and grow
- Advancement opportunities across Ontario
- The opportunity to contribute to our mandate to help Ontarians get the education and training they need for future opportunities
- 35 hours per week. Hours are mainly daytime; however, flexibility to accommodate sporadic evenings and weekends is required
- An attractive compensation package:
  - \$21.10 → \$23.05 per hour starting wage based on experience
  - Competitive full-range benefits package
  - Employer/Employee Group RRSP matching contribution plan of 6% each
  - 15 days of accumulated paid vacation annually

**How to apply:**

- **This position is open until filled**
- Submit to [resumes@contactnorth.ca](mailto:resumes@contactnorth.ca) with a cover letter and resume
- Include at least two employment references
- Quote Job Competition number **#19-24-MARA** in the subject line of the email

*We are an **equal opportunity** employer. Upon request, accommodations due to a disability are available throughout the selection process.*