

Contact North | Contact Nord has an immediate opening for a professional with extensive sales, presentations and customer service experience for the following position:

## **Online Learning Recruitment Officer Manitoulin Island Territory**

**Competition #19-28-MANI**

**Territory: M'Chigeeng, Gore Bay, Wikwemikong First Nation, the surrounding islands, and Whitefish River First Nation**

### **What We Do**

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

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

Reporting to the Director, Recruitment & Partnership, the Online Learning Recruitment Officer has the following deliverables

- Achieve the annual target for the number of registrations in the territory by actively recruiting recruit students for the online programs and courses offered by Ontario's 24 public colleges, 22 public universities, 9 Indigenous institutes, 76 district school boards, 200 literacy and basic skills providers, and 50 skills development training
- Develop referral partnerships with complementary local organizations, including public and private sector employers, social services and agencies
- Provide service and support to students with a priority on underserved residents in small, rural, remote, Indigenous and Francophone communities
- Input and maintain all required information in the CRM database on a daily basis
- Hire, train and supervise Student Services & Recruitment Representatives as part of managing the online learning centre(s) within the assigned territory
- Manage all online learning centres within the assigned territory; recommend solutions when escalating or referring issues to the management team and meet all administrative requirements to ensure the effective and efficient functioning of the online learning centres
- 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:**

- Post-secondary diploma or degree
- 3 years of proven sales, recruitment or admissions experience
- 3 years of proven networking and relationship building experience
- 3 years of public speaking and presentation experience
- Experience or knowledge of the post-secondary registration processes
- Knowledge of demographics, industry, organizations and community agencies
- Experience with or a willingness to learn to use a variety of learning technologies such as audio, video and web conferencing
- Highly developed verbal and written communication skills
- Sound functional knowledge of MS Office Suite (Word, PowerPoint and Excel)
- Team leadership and supervisory skills required
- Proven bilingualism (written and oral) in areas designed under the French Language Services Act
- Proven ability to exercise sound judgement and diplomacy through contact with media, community agencies, educational institutions and elected officials
- Bilingual with an equally high standard of verbal and written communication skills in both English and French is considered an asset
- **Must possess a valid driver's license and reliable means of transportation, which would allow for travel within the area (kilometre reimbursement included).**
- **The successful applicant must provide a current Criminal Records Check (including the vulnerable sector screen)**

**Contact North | Contact Nord provides:**

- A dynamic and friendly work environment 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
- Full-time appointment with 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 with matching contribution plan of 6% each
  - 15 days of accumulated paid vacation annually

**How to apply:**

- **This position 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 **#19-28-MANI** in the subject line of the email

*Contact North / Contact Nord is an **equal opportunity** employer. Upon request, accommodations due to a disability are available throughout the selection process.*