



Rosa is hiring a Training Manager!

Meet Rosa

Rosa is a brand-new initiative designed to provide digital access to justice and training around workplace sexual harassment. Rosa was created because workers need to know more about the law, reporting bodies and what to expect when and if they report. As part of our mission, we'll work with leadership and boards to effect zero-tolerance to workplace sexual violence, rooted in due process.

Rosa is a collaboration between Aftermetoo and Canadian Women's Foundation. Aftermetoo was formed in Canada in 2017 as a response to inadequate protections and systems that address workplace sexual harassment in the entertainment industry. Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

We are looking for a talented individual, with a fresh and energetic perspective on creating innovative, engaging in-person and digital training for employees, employers and those who work with vulnerable and precarious workers across Canada. As the Training Manager, you'll work alongside a small, determined team, who believes that workplaces need to change. You love working with other people and you see this training as a vital tool to help leadership, organizations, boards of directors to create policies and systems that have zero tolerance towards workplace sexual harassment.

This position reports to the Co-Leads of Rosa. The Canadian Women's Foundation and the Rosa project are committed to equity in employment and seek to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission.

This is full-time, two-year position, with the possibility of extension.

Salary Range: \$75,000 - \$80,000

CORE FUNCTIONS

Training Development and Implementation

- Oversee the development of training for employer, employee (including vulnerable and precarious workers) and union for the performing arts sector, as well sector specific employee training for pipelines and uranium sectors
- Work with Director of Rosa on UX research and testing, and revise curriculum content accordingly
- Facilitate delivery and participation in training, through in-person training in first year and online training in subsequent years
- Oversee arts research used for training
- Oversee evaluation and updating of the training based on user satisfaction and long-term organizational change as a result of the training and policy change
- Organize employee training schedule across Canada and coordinate each employee training event including managing budget for each event
- Oversee translation of the training into French

Partnerships

- Develop key relationships with employers and employees in each sector for training
- Develop and lead the Advisory Groups for Oil & Gas, Mining, and vulnerable and precarious workers sectors
- Establish relationships with union leaders and members and monitor changes in policy, procedure, equity and parity
- Partner with Western University on the development of the training in the Oil & Gas and Mining sectors

Project Support and Communications

- Working with the Directors, participate in hiring of curriculum developer, researcher, evaluator, and contribute to drafting and reviewing of training modules and building of digital training
- Contribute to narrative reports, special projects, Changemaker awards, national conferences and build of Rosa
- Co-create Quick Guides with Legal Manager and oversee translation of guides into five different languages

CORE COMPETENCIES

- Understanding and the willingness to learn of the legal system, provincial, territorial and federal laws and systems related to sexual violence and reporting mechanisms

- Robust understanding of workplace violence and harassment, issues faced by vulnerable and precarious workers, human rights systems as well as union workplace policies
- Demonstrated planning and project management skills, and ability to think strategically
- Ability to handle multiple tasks simultaneously, manage large events, and implement projects on time and on task
- Strong skills in building relationships with key stakeholders to deliver training
- Able to exercise independent judgement on a regular basis in resolving complex issues
- Strong communicator with the ability to use a broad range of communication styles, and to choose appropriate tools to engage with different groups and contexts
- Team player and ability to respond to change

Education, Skills and Experience

- University education in a relevant field, or an equivalent combination of education, training and expertise
- 3 – 5 years work experience in the non-profit sector or training industry or in a related field
- French is also an asset

If you believe in Rosa's mission and strategic priorities, this job could be for you!. Tell us why you want to be part of it! Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.

Please email your **cover letter and resume** quoting reference **#CI-010** to **humanresources@canadianwomen.org**. Applications should be submitted no later than 11:59pm EST on **January 29, 2020**.

We thank all who have expressed interest in this position, but only those selected for an interview will be contacted.