

Job Title:	Training Coordinator	Job Class:	Coordinator
Division:	Human Resources	Department:	
Reports To:	VP People, Culture, & Governance	Term:	N/A
Job Description			
<p>Position Summary:</p> <p>The Training Coordinator is responsible for developing, coordinating, and delivering training programs that support the growth, preparedness, and effectiveness of Pride Winnipeg’s staff and volunteers. Reporting to the Vice President, People, Culture & Governance, this role ensures that all personnel are equipped with the knowledge, skills, and resources needed to perform their roles effectively and in alignment with Pride Winnipeg’s values of inclusivity, safety, and community engagement. The Training Coordinator will collaborate with internal leaders to design training experiences that are engaging, accessible, and reflective of Pride Winnipeg’s organizational culture.</p> <p><u>Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> ● Assess training needs for staff and volunteers in consultation with the VP, People, Culture & Governance, as well as department leads. ● Develop and coordinate training programs on topics such as workplace safety, equity, diversity and inclusion, accessibility, volunteer management, leadership, and event operations. ● Schedule and facilitate training sessions, both in-person and virtual, ensuring accessibility and inclusivity for all participants. ● Maintain and update training materials, manuals, and resources to reflect best practices and organizational priorities. ● Track training participation and completion, ensuring compliance with organizational, cultural, and regulatory requirements.. ● Coordinate onboarding and orientation sessions for new staff, board members, and volunteers. ● Evaluate training effectiveness through feedback, assessments, and performance indicators, and recommend improvements. ● Partner with third-party trainers, community organizations, and subject matter experts to deliver specialized training when needed. ● Support professional development opportunities for staff and volunteers to build leadership capacity within the organization. ● Ensure all training initiatives align with Pride Winnipeg’s mission, values, and commitment to equity, inclusion, and cultural safety. ● Provide regular updates to the VP, People, Culture & Governance on training outcomes, challenges, and opportunities for growth. <p><u>Skills/Qualifications:</u></p> <ul style="list-style-type: none"> ● Currently Post-secondary education in Human Resources, Training & Development, Education, Organizational Development, or a related field; equivalent experience considered. 			



Pride Winnipeg Festival

- Demonstrated experience in designing, delivering, and evaluating training programs (preferably in nonprofit, festival, or community settings).
- Strong organizational and time-management skills, with the ability to oversee multiple training initiatives at once.
- Excellent communication, facilitation, and presentation skills with the ability to engage diverse audiences.
- Knowledge of adult learning principles, training best practices, and culturally responsive facilitation.
- Familiarity with people and culture practices, volunteer engagement, and workplace safety training is an asset.
- Skilled in using digital platforms and tools for training delivery (e.g., Zoom, Teams, e-learning platforms, Learning Management Systems).
- Strong commitment to Pride Winnipeg's values of inclusivity, equity, and community empowerment.
- Ability to collaborate effectively across staff, board, volunteers, and external partners

Last Updated On:	02-01-2025	Updated By:	Brittney Frias
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