

***Yukon Federation of Labour***

An exciting career opportunity now exists within our Whitehorse office for the following position:

**Title:** Training and Education Advisor, YFL

**Duration:** Term position to July 15, 2008 with possible extension

**Duties/Responsibilities:**

The position reports to the President of YFL. The position will provide overall support to the Training and Education Division, oversee course scheduling and act as a liaison to various stakeholder groups. Duties will include, however will not be limited to:

- Schedule training dates/times
- Ensure courses have appropriate resources
- Develop and implement marketing strategies
- Ensure all training materials are current and ready for use
- Delivery of training programs as required
- Changes to web site and other marketing initiatives
- Prepare reports as required

**Education/Training required:**

- Degree in Business or other related discipline
- Experience in training and development initiatives
- Experience in program delivery
- Experience in marketing training programs
- Knowledge of Workers Compensation Systems and Principles
- Knowledge and understanding of the labour movement
- 2-3 years training delivery/program management

Resumes will be accepted until Thursday February 22, 2007 at 4:30 PM, Please quote competition number **TE 02-02-07**.

**Please note that secondments from current employer may be considered if applicable.**

**The salary range for this position is \$ 59,216 - \$ 68,365**

We thank all applicants for applying; however only those selected for an interview will be notified.

Please send your resumes in confidence to:

President, YFL  
106 Strickland Street  
Suite 102  
Whitehorse, YT  
Y1A 2J5