



Canadian
Evaluation
Society

Société
canadienne
d'évaluation

Professional Learning Coordinator

Title CES Professional Learning Coordinator Review Date Annually by the Director of Professional Learning

Document Type Volunteer - Roles & Responsibilities Effective Date January 2024

1. Purpose

The role of the Professional Learning Coordinator is to assist and support the Director of Professional Learning in building and delivering key areas of the CES professional learning portfolio, including (but not limited to) the CES National Webinar Series, professional learning components of the CES Annual Conference, and of the Canadian Journal of Program Evaluation (CJPE). They will work closely with the Director of Professional Learning and the Professional Learning Committee to deliver high-quality webinars and workshops both within and outside the CES Annual Conference. They will also work with the Director of Professional Learning to support the logistical operations of the CJPE.

2. Roles and Responsibilities

- a) Help identify webinar topics and presenters aligned with member needs, evaluator competencies, evaluation standards, ethical practices, CES priorities, and the CES Strategic Plan.
- b) Create templates, standards, protocols, and supports to enable high quality webinars.
- c) Support presenters to deliver high quality webinars.
- d) Moderate, or appoint moderators as appropriate, to scheduled webinars.
- e) Work with the Communications and Marketing Committee to promote and post webinars to CES website.
- f) Work with the Director of Professional Learning to host up to 10 webinars per year.
- g) Prepare an annual report on webinar attendance and quality, monitoring and collating information from the webinar evaluation survey.
- h) Ensure webinars comply with CES policies and procedures.
- i) Work with the Director of Professional Learning to support CES Annual Conference planning, as required. This includes (but is not limited to) assisting with the coordination and scheduling of conference workshops.
- j) Work with the Director of Professional Learning to support the logistical management (i.e., non-editorial) of the Canadian Journal of Program Evaluation, as required. This includes (but is not limited to) curating information (e.g., readership statistics, popular articles) about the journal, liaising with CJPE publishers, helping to coordinate learning events related to the journal (e.g.,

author panels/discussions), and support with the journal's financial logistics.

- k) Participate as a standing member of the Professional Learning Committee and as an ad hoc member of relevant subcommittees as required (e.g., EDI-ES Professional Learning Subcommittee).

3. Appointment and Term

The Professional Learning Coordinator is a CES volunteer (non-board role), appointed by the Director of Professional Learning. The term of the position will be for two years, renewable upon mutual agreement between the Professional Learning Coordinator and Director of Professional Learning.

The role of Professional Learning Coordinator will be appointed following a general recruitment effort from CES membership, and review of applications by the Director of Professional Learning and other members of the Professional Learning Committee in accordance with desired qualifications and experience.

4. Qualifications

- a. **Education:** a post-secondary degree in a related area and/or a minimum of two years of experience in an evaluation-related position is required.
- b. **Skills and Experience:**
 - i. Demonstrated leadership and management skills.
 - ii. Background and/or knowledge in evaluation, online learning, adult learning, instructional design, and professional development.
 - iii. Knowledgeable in the use of conferencing technology (i.e. Zoom).
 - iv. Membership in the CES.
 - v. Strong team player.
 - vi. Credentialed evaluator designation is an asset.
 - vii. Experience with managing projects is an asset.
 - viii. Bilingualism is an asset.
 - ix. CES members from Indigenous, racialized, and other underrepresented groups are encouraged to apply.

5. Reporting

The Professional Learning Coordinator reports to the Director of Professional Learning and the Professional Learning Committee. The Professional Learning Coordinator should prepare a short verbal or written report of ongoing webinar activities during each meeting of the Professional Learning Committee (the second Friday of each month).