



ONTARIO
FUNERAL SERVICE
ASSOCIATION

Date: October 1, 2021

Job Title: Education Trainer

Job Type: Part-time – Remote with Travel

Pay Range: \$25.00 - \$35.00 - hourly wage will be based on skill level

Ontario Funeral Service Association (OFSA) is looking for a dynamic professional to join the team as a part-time trainer.

Association Overview

OFSA is a voluntary funeral professional association with members throughout Ontario. After effectively representing the funeral sector in the province for over 130 years, OFSA continues to provide continuing education training for funeral professionals.

In response to the needs of funeral professionals, OFSA has embarked on the development of an advanced funeral certificate program. This program has been created to enhance the knowledge of senior funeral professionals as well as engage and develop the current and next generation.

Job Description

The OFSA Trainer is responsible for the delivery of the developed funeral program modules both in person and online. The successful candidate will assist the education team with the final development of the program.

Job Responsibilities

- Report to the Executive Director and work with education development team
- Assist in fine tuning curriculum and personalize training sessions
- Ability to deliver, project and motivate a group online and in-person
- Conduct needs assessment and identify performance gaps
- Collaborate with internal business partners to deliver industry-specific course content
- Evaluate the success of training by assessing achievement of learning objectives
- Continuously improve training solutions and identify future learning needs
- Travel 2 – 3 times a year with a 2 – 3-day commitment
- Access to high-speed internet and quiet working space
- Performs other related duties as assigned or requested

Qualifications & Skills

- Working knowledge of funeral services in Ontario / Canada
- Solid engagement and public speaking skills
- Ability to organize and manage time effectively
- Excellent verbal and non-verbal communication skills
- Technologically intermediate/advanced skills in MS products – Work/Powerpoint/Excel, GoToWebinar, and Zoom
- BAO Licence an asset
- French an asset

Physical requirements

- Light Work - exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move around computers, projectors, training supplies and materials
- Standing - particularly for extended periods of time when training
- Talking - expressing or exchanging ideas and convey detailed or important spoken instructions to participants accurately, loudly, or quickly

Benefits

- Work remotely
- Schedule meetings around other job commitments
- Training schedules set in advance
- Travel expenses covered

If you are a good fit for this position, we would like to meet you. Please email your resume and cover letter outlining your experiences by November 12th, 2021.

Thank you, Your OFSA

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