



POSITION DESCRIPTION

Title: Community Learning Coordinator
Program: Indigenous Social Work Programs
Delivery Site: Yellowhead Tribal College

POSITION SUMMARY

The Community Learning Coordinator is responsible for organizing, delivering, and managing activities related to the community learning component of the program. The Community Learning Coordinator is also responsible for ensuring that the community learning component of the program is aligned with current ACSW social work diploma program standards.

In relation to NIAB (2019), the Community Learning Coordinator is a faculty member who holds a leadership responsibility for the Coordinator administration and organization of the Program's Community Learning components. This person facilitates the processes related to securing community learning placements. This faculty member will have community practice experience, a demonstrated commitment to social work education that is grounded within local knowledge systems, pedagogical and practice skills required to negotiate the complexities of community learning contexts, and the interpersonal skills required to compassionately support students, Community Learning Liaisons, and Community Learning Facilitators. This person will normally hold, at a minimum, an MSW education credential or assessed equivalency.

PROGRAM GOVERNANCE STRUCTURE

The Community Learning Coordinator is supervised by the Department Head of Social Work Programs for daily operations related to field/community learning education organization, implementation, evaluation, and modification. The Community Learning Coordinator provides program insight into curriculum standards and ensures that program elements are rooted within Indigenous knowledge systems.

The Community Learning Coordinator ensures that students receive a wide range of supports throughout their community learning experience, such as access to traditional knowledge keepers, academic advising, and personal counselling. The Coordinator interacts directly with YTC personnel from various departments, including IT, library, and student services.

WORK ENVIRONMENT



In order to maximize availability to students, community Learning Liaisons, and Community Learning Facilitators, the Community Learning Coordinator maintains regular office hours that generally coincide with regular YTC work hours. From time to time, the Community Learning Coordinator will be required to work outside of these regular hours and, therefore, maintains a flex schedule.

YTC is committed to providing a healthy work environment that fosters teamwork, nurtures collegial relationships, and is free of lateral violence and all other forms of harassment. Performance evaluations are designed to support the employee's professional development goals and to recognize employee achievements and contributions.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Community Learning Coordinator include, but are not limited to:

- Collaborating with the Department Head to ensure that all aspects of community learning meet current ACSW program standards;
- Identifying and securing community learning placements;
- Organizing and delivering Practicum Orientation Sessions for students and Community Learning Liaisons/Facilitators;
- Supporting students and field supervisors with the completion of required practicum documents;
- Engaging and supporting students throughout the duration of community learning;
- Maintaining regular contact with students and field supervisors through a variety of methods, including site visits;
- Developing and delivering professional development workshops for Community Learning Liaisons/Facilitators;
- Developing and submitting monthly community learning reports to the Department Head; and
- Collaborating with Elders and Program faculty and other staff as necessary.

MINIMUM QUALIFICATIONS

- Education: Master of Social Work or equivalent graduate-level degree with an undergraduate Bachelor of Social Work degree.
- Professional Certification: Current Registered Social Worker (RSW) status with the Alberta College of Social Workers; and
- Valid Driver's License

REQUIRED EXPERIENCE AND KNOWLEDGE

- Working with Indigenous peoples, organizations and communities;
- Direct social work practice at front-line, policy, or community engagement levels;



- Prior experience as a Field Supervisor for students enrolled in a social work education program;
- Prior experience as a Faculty Liaison for social work community learning is preferred;
- Excellent interpersonal, verbal and written communication skills; and
- Knowledge of the structural sources of social issues coupled with a commitment to social justice

REQUIRED SKILLS/ATTRIBUTES

- Displays a commitment to Indigenous control of Indigenous education;
- Is a strong team player who contributes to the creation of collegial work environments;
- Interacts with others in a compassionate, diplomatic, and respectful manner;
- Demonstrates advanced ability to communicate (orally and in writing) effectively;
- Exercises sound judgment and discretion;
- Exhibits personal and professional pride in the completion of a wide range of complex tasks;
- Utilizes creative problem-solving processes to address challenges;
- Manages multiple tasks and meets deadlines through the use of effective time management; and
- Demonstrates a high degree of flexibility and initiative

OTHER DESIRABLE KNOWLEDGE, EXPERIENCE, AND SKILLS

- Knowledge of Indigenous language and culture;
- Teaching experience within adult education settings; and
- Familiarity with Windows operating platforms and related software (Outlook, Excel, PowerPoint, Word)

TO APPLY:

Qualified applicants may email a cover letter and resume to:

felicia.dosunmu@ytced.ca or Joy Sandy joy.sandy@ytcadmin.ca

DEADLINE TO SUBMIT: November 1, 2025

Yellowhead Tribal College is an inclusive and open learning institution in Treaty 6 territory. We provide accredited programs in a flexible, supportive academic environment that nurtures Indigenous cultures and traditions. <https://www.ytced.ab.ca>