



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

We are proud to be recognized as one of Manitoba's Top Employers of 2026. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time, and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

JOB SUMMARY

The Training and Development Coordinator will play a crucial role in designing and delivering engaging and effective training programs that make a meaningful difference for our employees and organization. The Training and Development Coordinator takes an active role in and personal responsibility for continuous learning to promote knowledge and best practices. They provide crucial administrative support for Training and Development programs, handling tasks such as scheduling courses, coordinating logistics, maintaining training records in a Learning Management System (LMS), preparing materials, managing communications, and supporting program delivery.

They should be familiar with policies, issues, trends, and practices in the field, as well as with needs, gaps, or opportunities that may improve the lives of persons with disabilities or promote social justice, equity, or accessibility.

ESSENTIAL REQUIREMENTS

- 18 years of age or older
- Cover letter and updated resume
- Minimum of 3 years of experience designing and delivering corporate learning programs.
- Experience with Microsoft 365 and Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams).
- Strong understanding of adult learning principles and how to design effective training programs.
- Strong working proficiency in course authoring tools and at least one Learning Management System.
- Direct knowledge or experience identifying training needs, creating training materials, and delivering training sessions is an asset.
- Valid driver's license with access to a reliable vehicle.
- Clear Criminal Record Check with Vulnerable Sector Check (no older than six months).
- Clear Adult Abuse Registry Check (no older than three months).
- Clear Child Abuse Registry Checks (no older than three months).
- Three employment references.

QUALITIES AND QUALIFICATIONS

- Post-secondary education in Human Resource Management, Business Administration, Adult Education, or any other related field.
- Ability to work well with others and communicate clearly, both in person and in writing.
- Must have an understanding, awareness, and appreciation of Indigenous culture and history.
- Knowledge of diversity, equity, inclusion, and accessibility practices is an asset.
- Willingness to participate in ongoing education and training for the role.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

The Training and Development Coordinator is responsible for liaising with internal staff and external trainers, updating training intranet pages, assisting with invoicing and budgeting, and ensuring the smooth execution of all Training and Development activities to foster a culture of continuous learning and employee growth.

They will foster an inclusive learning environment, manage group dynamics, and help adult learners discover their own solutions, ensuring everyone feels valued and supported.

Key Responsibilities:

- **Program Development & Delivery:** Design, develop, and deliver comprehensive training programs, including e-learning modules and blended learning approaches. Assess employee understanding and adjust training plans as needed.
- **Facilitation:** Facilitate interactive, engaging training sessions for employees at all levels.
- **Monitoring & Evaluation:** Continuously refine learning offerings based on learner feedback. Maintain up-to-date knowledge of industry trends and best practices in training and development.

- Seeks innovative ways to deliver training to employees, such as e-learning, webinars, training videos, electronic books, etc., encouraging continuous improvement and professional development.
- **Course Coordination:** Schedule training sessions, send out invitations, and organize necessary resources like rooms, equipment, and catering.
- **Learner Support:** Respond to queries from colleagues regarding Training and Development activities, provide information and advice, and manage applications for certification or card distribution.
- **LMS & Record Keeping:** Maintain records of training completion and participation, update content on the company intranet or LMS, and ensure accurate data entry and maintenance.
- **Material & Logistics:** Prepare and collate delegate materials, ensure venues are booked and ready, and support both internal and external trainers with their requirements.
- **Communication:** Liaise with employees, trainers, and external vendors to ensure the smooth running of Training and Development events and activities.
- **Marketing & Promotion:** Assist with market development activities, which may include updating training intranet pages.
- **Budget & Invoicing:** Assist in processing and tracking invoice payments and contribute to managing the Training and Development budget by providing accurate cost information.
- **Ad-Hoc Support:** Provide administrative support for key projects and other duties as required to support the broader Training and Development function.

BENEFITS

- Salary paid
- Health Benefits immediately
- GRRSP Program (optional)
- Paid Wellness Time
- 15 days vacation (accrued)
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)

HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their résumé to careersmb@tlservices.ca **by 8:00am on Monday, July 27, 2026**. We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf welcomes applications from people with disabilities. Applicants with disabilities may request reasonable accommodation relating to the materials used and/or activities throughout the application and selection process.

Turning Leaf Support Services is committed to fostering and upholding an inclusive workplace that reflects the diversity of the communities we serve, including Indigenous Peoples. We believe in creating opportunities for everyone to thrive by embracing diverse perspectives, experiences, and identities. We encourage candidates from Indigenous communities, minoritized groups, underrepresented groups, and all walks of life to bring their unique talents to our team.