

**NIPISSING UNIVERSITY
POSITION DESCRIPTION**

POSITION:	Continuing Education and Community Engagement Coordinator
DEPARTMENT:	Centre for Teaching and Learning
EMPLOYMENT DEFINITION (STATUS):	Full-time Support
CLASSIFICATION:	Coordinator B
WAGE GRADE:	WG 60
SUPERVISOR:	Manager, Digital Learning Strategy and Support
REVISED:	September 2026

SUMMARY OF FUNCTIONS:

Reporting to the Manager, Digital Learning Strategy and Support, the Continuing Education and Community Engagement Coordinator supports the implementation and oversight of all non-credit courses and extended learning offerings at Nipissing University, with a focus on community engagement including but not limited to adult learning, senior learning and youth programs. In addition, support of workforce development, continuing studies, high school transition programs, and micro-credentials is expected, as well as support for other functions within Extended Learning as required.

The coordinator will ensure that processes, policies, and technologies align with the vision of the Centre for Teaching and Learning, and support learners' lifelong educational needs. They will support the Manager and other members of the Centre for Teaching and Learning as they work with a broad slate of community partners to create programming that serves the needs of the region and advances the reputation of Nipissing University.

DUTIES & RESPONSIBILITIES:

Project Support and Promotion (45%)

- Ensure Extended Learning programs are successfully developed, delivered, marketed, and supported on a day-to-day basis, including scheduling, materials, LMS coordination, and logistics
- Collect information about existing and new Extended Learning programming, including planning, delivery, and quality assurance processes
- Coordinate marketing activities
- Liaise with content experts and facilitators to implement extended learning opportunities
- Maintain internal and external relationships with Extended Learning partners and professional organizations at the provincial and national levels
- Assist with data collection, including market research, to support strategic development and growth, and monitor Extended Learning outcomes and measurements
- Assist staff and/or student volunteers in developing appropriate strategies to provide and promote Extended Learning opportunities for a wide variety of potential students
- Facilitate communication between departments and communicate issues to the Manager as required
- Conduct market research and environmental scans to identify best practices, issues and trends, opportunities and community needs to inform outreach and Extended Learning programming
- Coordinate recruitment activities to recruit a diverse pool of candidates to Extended Learning programs

- Liaise with Campus Sales and Service Department on youth programming
- Act as the main point person for faculty-led programming

Community Outreach

(45%)

- Identify potential learning opportunities offered by community organizations, etc.
- Work with faculties and programs to identify and promote community-based learning opportunities
- Facilitate enrollment goals in non-credit course offerings
- Assist in promotion of offerings to the North Bay community and beyond
- Develop complementary resources in collaboration with other partners, to improve learner experience and to support program supervisors and community partners in their mentorship roles
- Foster and maintain partnerships with a broad range of partners

Program Coordination

(10%)

- Track expenses, monitor enrolments, and prepare reports
- Coordinate events, respond to inquiries, manage registration, oversee the badging process and handle financial transactions
- Monitor, update and provide suggestions for the Extended Learning website and social media platforms in consultation with the Manager, Digital Learning Strategy and Support

Other duties as assigned.

QUALIFICATIONS:

Education: An Undergraduate degree is required. A Bachelor of Education or a degree in a related curricular design or human development field, preferably with a focus on extended, continuing, or professional learning programs/practices, is considered an asset.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Two to three years' experience supporting community-based programs, continuing studies, extension, adult education, or a related field
- Adaptable to changing systems and conditions
- Ability to collect and report data
- Ability to work effectively with a wide variety of partners
- Ability to prioritize and manage multiple time-sensitive tasks in a fast-paced environment
- Excellent interpersonal skills, with the tact and diplomacy required to build and maintain effective working relationships
- Strong record-keeping skills
- Excellent oral and written communication skills
- Strong analytical and problem-solving skills
- Facilitation and conflict resolution skills
- General skills in various web browsers, web conferencing software, and the MS Office suite

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Digital Learning Strategy and Support

Internal Contacts: Students, staff, faculty

External Contacts:

- Provincial and National extended/lifelong learning associations (OCULL, CAUCE)
- National and international service providers
- Organizations and institutions that have potential collaborative or transactional relationships with extended learning

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Must be able to work in a fast-paced office where competing deadlines must be met on time
- Some visual and mental concentration
- Must be able to work under pressure and meet the demands of online and blended courses, educational projects, and other teaching and learning initiatives
- Time is balanced between office work and occasional program and event locations
- Some extended periods working at computer during peak periods

I have read my position description, and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Date

Employee (Signature)

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Approvals

Supervisor

Date

Human Resources

Date