

Education Programs Manager (0.6-0.75 FTE)

24-30 hours/week • Primarily work-from-home • Occasional evenings/weekends for events

About LDAA

The Learning Disabilities Association of Alberta (LDAA), founded in 1968, supports Albertans with learning disabilities and those who care for them. Our mission is to empower individuals, families, educators, and professionals through education, collaboration, and advocacy. Our work focuses on:

- **Education:** courses and webinars for educators, parents, and adults
- **Collaboration:** partnerships with Alberta organizations, school boards, government, and service providers
- **Advocacy:** awareness-building, communication, and community engagement

Visit us at: www.ldalberta.ca/careers



Position Overview

LDAA is expanding its impact across Alberta, and we're seeking a dynamic Education Programs Manager to lead our growing portfolio of education programs and community initiatives. This role oversees the development, delivery, expansion, and continuous improvement of LDAA's learning programs, workshops, and webinars, ensuring high-quality, evidence-informed supports that strengthen literacy, numeracy, learning skills, and learner confidence across the province for all age ranges.

The Manager also plays a key role in advancing the Learner's Licence Prep Kit, supporting conference planning, and developing new learning tools and resources. This position is ideal for someone who understands learning disabilities and Alberta's education landscape, values inclusive learning, and thrives in a mission-driven nonprofit environment.

Key Responsibilities

Program Leadership & Delivery

- Oversee and coordinate the planning, delivery, expansion, and evaluation of all LDAA programs, courses, webinars, and the Learner's Licence Prep Kit.
- Ensure all programs are accessible, inclusive, and aligned with LDs best practices.
- Gather and summarize participant feedback to support continuous program improvement.
- Develop, organize, and support webinars, videos, and workshops on LD/ADHD topics.

Community & Education Engagement

- Expand the reach of LDAA programs through proactive outreach and relationship development with schools, districts, libraries, and community partners.



- Represent LDAA at community events, conferences, and educator gatherings.
- Co-coordinate the planning and administration of conference operations
- Support parent and community engagement through webinars, events, and resource sharing
- Lead educator-facing outreach (teachers, EAs, etc.)

Learning Tools & Resource Development

- Develop new learning resources, tools, and supports based on community and educator needs, for programs and the website.
- Collaborate with partners and subject-matter experts to enhance LDAA's learning tools and offerings.
- Support ongoing development and improvement for the Learner's Licence Prep Kit in educational settings.

Program Operations & Reporting

- Oversee program scheduling, registration coordination, participant experience, administration, and digital learning.
- Track program metrics, outcomes, and reporting requirements for funders and partners, and customer service for the Prep Kit (operational side).
- Work closely with contractors ensure smooth program operations.
- Gather and summarize ongoing feedback from participants to support continuous improvement of LDAA programs and events.

Qualifications (Required)

- Post-secondary education and 5+ years of experience in Education, Psychology, Social Sciences, Nonprofit Management, or a related field.
- Strong understanding of Alberta's education system and learning disabilities.
- Excellent communication skills, including relationship-building and the ability to engage educators, families, and community partners.
- Strong organizational skills with the skills to manage multiple projects, timelines, and administrative tasks.
- Ability to work independently in a virtual environment; LDAA does not operate a formal office.
- Availability for daytime hours Monday–Friday, with occasional evenings/weekends for events.

Qualifications (Assets)

- Familiarity with learning disabilities and inclusive education
- Experience supporting or coordinating conferences, webinars, or large learning events.
- Knowledge of marketing, communications, or social media
- Proficiency with digital tools used for program delivery (e.g., Zoom, Canva, WordPress, Mailchimp, shared drives).
- Experience with website updates or digital content management.

- Assist with communications, including newsletters, social media content, program announcements, and promotional materials.
- Contribute to campaigns that increase awareness of learning disabilities and LDAA's services.

Compensation

Please include your compensation expectations in your cover letter.
(0.6–0.75 FTE range: 24–30 hours/week)

Application Process

If this opportunity sounds like a great fit for you, we would love to hear from you!

This posting will remain open until a suitable candidate is found. Applicants must reside in Alberta; please state your location in your application. Preference may be given to candidates in Calgary or surrounding areas. Applications will be reviewed on an ongoing basis, and suitable candidates may be contacted before the posting closes. Learn more at www.ldalberta.ca

Please send cover letter and resume to:

Teresa Nelson Keller
Executive Director
executivedirector@ldalberta.ca

We thank you for your interest. Please note only successful candidates will be contacted.

