

Bilingual Learning Consultant

Reference No.: 1D036
Language: Advanced English, Advanced French
Location: North York-Ontario
Salary: 70K - 85K + bonus
Benefits: Included
Account Manager: Marijke Kanters
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Job Type: full time permanent

Description

Are you an experienced Bilingual (French & English) Corporate Training Instructor and have a passion for adult learning & development? Then this is the role for you! In this fast-paced, teamwork-oriented role, the Bilingual Learning Consultant will develop and deliver impactful training programs across Canada, fostering technology adoption and enhancing the productivity of a network of real estate professionals. This is a full time, permanent, hybrid (2 days in office, 3 days wfh) opportunity with our client located in North York. Salary 70K - 85K (depending on experience), full benefits day 1, annual bonus, RRSP company match up to 3 % of input. This position requires extensive travel across Canada (mainly Ontario & Quebec) about 20% of the time. Must have access to a car - car allowance will be provided.

Responsibilities

Training Delivery

- Develop and deliver high-quality, high-impact curriculum in a variety of formats (including in-person workshops, live webinars, and web-based training) on industry best practices, emerging trends, and proprietary marketing and technology tools. The goal is to engage Brokers, Realtors, and their assistants (the Network) and help them drive increased business and productivity.
- Produce and maintain professional-quality learning resources, such as workbooks, video tutorials, user guides, and sample marketing pieces that are both timely and relevant to the Network.
- Promote organization's training programs within the curriculum framework, and conduct presentations to new and prospective Network members to increase awareness of and engagement with proprietary tools and services. This also includes engaging with the audience via social media, typically by posting micro-training videos or promotional vignettes.
- Reporting: Collect and deliver feedback from our Network via training surveys, record and submit attendance numbers, and report participant feedback and issues on a timely basis.
- Continuously assess and improve training programs by incorporating feedback from participants and staying up-to-date with industry best practices and emerging trends, ensuring that all sessions remain relevant, effective, and engaging.
- Assist in booking training locations, registering training participants, managing your own work travel arrangements, and other administrative tasks.
- Assist with editing, reviewing, and, if possible, translating team documents and communications.
- Adhere to the departmental budget and company expense policy.

Account Management & Product Support

- Support the identification of best practices from high technology use brokerages and facilitate a one-to-one direct outreach program for lower usage brokerages to continually develop network engagement and best-in-class metrics.
- Contribute to the training of new and experienced brokerage personnel and administrators to support and further technology adoption goals.

Qualifications

Skills

- Dynamic facilitation and presentation skills, with a demonstrated aptitude for both soft skills and computer skills training.
- Strong verbal and written communication skills, with the ability to articulate complex concepts in simple terms.
- Intermediate to advanced proficiency in a cloud-based computing environment, including the following products: MS Office 365 (Word, PowerPoint, Excel) and Google Workspace apps (Gmail, Drive, Docs, Sheets, Slides, Forms, Meet, Chat).
- Excellent organizational, project, and time management skills, including the ability to prioritize tasks and manage competing time lines.
- Adept at quickly learning and applying new technologies, with a strong affinity for and curiosity about technology.
- Demonstrate strong adaptability and problem-solving skills, effectively addressing challenges in training environments and quickly adjusting to changing needs or unexpected issues to ensure successful program delivery.
- Strong interpersonal skills, with the ability to motivate and inspire others.
- A professional, articulate self-starter, capable of working independently in a fast-paced environment with minimal supervision, yet also skilled in collaborating on team projects and willing to receive and incorporate team feedback.

Knowledge

- Certificate in Adult Education, a university degree, or formal education coupled with 1 to 3 years of progressive experience in Training and Development. A CTP or CTDP designation is an asset.
- Bilingualism (verbal and written in both French and English) is a requirement.

Education/Work Experience

- Solid curriculum development experience, with a proven understanding of adult learning principles.
- Candidates with foundational experience and a strong willingness to learn are also welcome.
- Experience using content authoring software such as Captivate, Camtasia, Canva, and in LMS content creation and administration.
- Proficiency in both French and English is a requirement.
- Real estate and/or marketing experience is considered an asset.

Other Information:

- Significant travel is required to deliver in-person training at our brokerages and offices. The actual schedule will vary, but it follows these principles:
Spring training season: 3 months starting in early to mid-March, with multiple out-of-province trips, interspersed with weeks delivering in-person training in the GTHA.
Fall training season: 3 months starting in early to mid-September, following the same pattern as the spring season.
 - Sporadic travel to conferences, events, and brokerage openings. These are infrequent and vary in duration, ranging from day trips to stays of up to 3 nights.
- In summary, the role involves approximately 25-30% travel annually, with concentrated travel during the spring and fall training seasons, along with occasional trips for events and conferences throughout the year.
- A corporate credit card is provided, and expenses are reimbursed post-travel upon submission of receipts and a completed expense report.
 - A valid driver's license and access to a reliable vehicle are required.
 - This is a hybrid work environment; a proper, dedicated workspace at home with a reliable internet connection is required.