

**Current Vacancy**  
**Emmanuel College Administration – Union (USW Local 1998)**

**Posting Date:** July 6, 2026

**Closing Date:** July 19, 2026

**Position Title:** Coordinator, Lifelong Learning

**Pay Scale Group:** USW Pay Band 7

**Department:** Emmanuel College Administration

**Pay Rate (pro-rated at 50% FTE):** \$29,155.50 with an annual step progression to a maximum of \$37,287

**Type of Appointment:** Term - (2 years)

**Work Schedule:** Part-time - 17.5 hours per week. Occasionally may be required to participate in events and programs during the evenings or weekends.

*Victoria University is committed to equity in access to employment and a diverse and inclusive workplace. The University encourages applications from racialized persons/persons of colour, women, Indigenous peoples, persons with disabilities, 2SLGBTQI+ persons, and others who may contribute to the further diversification of ideas. If you require accessibility accommodation, please contact the Human Resources Department [vic.hr@utoronto.ca](mailto:vic.hr@utoronto.ca).*

**Purpose:**

Under the general supervision of the EMPACT Centre Director, the Coordinator supports the administration, coordination, and delivery of the lifelong learning programs at Emmanuel College, (including the Emmanuel College Professional Advancement and Continuing Training (EMPACT) Centre and the Tung Lin Kok Yuen Canada Society (TLKYCS) Centre for Education and Research in Buddhist Spiritual Care and Counselling). The incumbent also provides administrative and project coordination support as needed for other initiatives administered by Emmanuel College, including events that may operate independently of the Lifelong Learning programs.

The incumbent provides administrative support for a variety of continuing education initiatives, including professional development courses, workshops, seminars, certificate programs, conferences, and special events. The role facilitates program delivery by coordinating logistics, registration, communications, technology, participant support, and administrative processes. The incumbent also assists with marketing activities, budget tracking, program evaluation, and reporting requirements.

Working closely with the EMPACT Centre Director and the TLKYCS Centre Director, faculty, staff, instructors, community partners, and participants, the coordinator helps

ensure that lifelong learning programming is delivered effectively and provides a high-quality learning experience for adult learners.

### **Duties:**

#### Program Coordination

- Coordinate administrative and logistical support for courses, workshops, seminars, certificate programs, and special events
- Facilitate participant registration processes, maintain program records, and respond to routine inquiries from participants, instructors, and community members
- Coordinate scheduling, room bookings, catering, materials preparation, participant communications, and technology requirements for in-person, online, and hybrid programming
- Prepare certificates of completion and maintain participant and program records
- Provide logistical support to instructors and facilitators before and during program delivery

#### Outreach and Communications

- Assist with the promotion of Lifelong Learning programs through websites, newsletters, social media, email campaigns, posters, and other communications materials
- Maintain contact lists and support outreach activities with community organizations, professional associations, faith communities, and other stakeholders
- Respond to general inquiries regarding Lifelong learning programs and services

#### Program Evaluation and Reporting

- Coordinate participant feedback and evaluation processes
- Compile program statistics, attendance information, survey results, and other data for reporting purposes
- Assist with the preparation of reports, presentations, and supporting documentation related to Lifelong Learning activities and externally funded initiatives.

#### Administrative Support

- Coordinate meetings, prepare agendas and supporting materials, take minutes, and track follow-up actions
- Assist with maintaining program budgets, processing invoices and expense documentation, and tracking revenues and expenditures
- Maintain organized electronic and physical records related to lifelong learning programs and activities
- Assist with special projects and other administrative duties in support of lifelong learning as required
- Other duties as assigned

### **Qualifications Required:**

**Education:** University degree required.

### **Experience:**

- Minimum of three years of relevant administrative, program coordination, continuing education, or academic support experience.
- Experience coordinating educational or community-based programs, workshops, conferences, events, and professional development initiatives, including online and hybrid delivery formats.
- Experience conducting research and preparing reports in support of educational, community-based, or program initiatives.

### **Other:**

- Demonstrated professional development or graduate-level study in lifelong learning, adult education, spiritual care, counselling, or related fields is an asset.
- Experience working within a post-secondary, theological, non-profit, or faith-based environment is an asset.
- Registration as a Psychotherapist or equivalent professional designation is an asset.
- Knowledge of Buddhist traditions, Buddhist spiritual care, or Buddhist community networks is an asset.
- Proficiency with Microsoft Office Suite, Google Workspace, Zoom, database systems, and online collaboration tools.
- Experience using registration systems, learning management systems (LMS), website content management systems, and social media platforms.

- Strong organizational, communication, customer service, and project coordination skills.
- Ability to work independently, exercise sound judgment, manage multiple priorities, and collaborate effectively with diverse stakeholders.

**TO APPLY:**

**Internal Candidates:** Please visit <https://www.vicu.utoronto.ca/careers/> and click Internal Opportunities to login and apply.

**External Candidates:** Please visit <https://www.vicu.utoronto.ca/careers/> and click External Opportunities to apply.

*Victoria University thanks all applicants for their interest, however, only those selected for an interview will be contacted.*