

Siskinds is one of Southwestern Ontario's leading law firms. We are a growing team of over 230 lawyers and support staff covering personal, business, personal injury and class action law and over 25 specialized practice areas. As one, we are focused on helping clients make the right legal choices, managing legal affairs, connecting the dots where needed and generally making life a little less complex by making the expertise clients need easier to access and use.

Learning and Development Coordinator – Full Time

Siskinds is growing and seeking a Learning and Development Coordinator. This position will require you to complete full training cycle (assess needs, plan, develop, coordinate, monitor, and evaluate) in a predominantly E-Learning training environment. This will require involvement from Siskinds staff across all areas of the business. The Learning and Development Coordinator will develop E-Learning courses and training material based on firm learning requirements and assist in the maintenance of the firm LMS (SiskindsU). The Learning and Development Coordinator is primarily responsible for E-Learning content, but in-person training will occasionally be required.

Primary Responsibilities:

- Work with members of other departments to write and design training curricula materials, and programs including functional technical skills, leadership development, and new initiatives.
- Create engaging and interactive training content.
- Follow up with learners and management periodically to collect feedback.
- Oversee and maintain the firm LMS.
- When required ensuring training material is compliant with Law Society of Ontario and Legal Technology Core Competencies Certification Coalition requirements.

Qualifications:

- Post-secondary Degree/Diploma in Training, HR, Education or related field,
- 5+ years of relevant E-Learning experience in a corporate environment preferred.
- Outstanding written communication skills.
- Experience with Articulate360 an asset.
- Experience with Learning Management Software (LMS) an asset.
- Familiarity with video editing software
- Ability to write effective copy, instructional text, and audio scripts/video scripts.

We are a truly cohesive team, and as such, being a team player as well as having a strong technical ability and a positive attitude will make you a top contender, and ideally our chosen candidate.

We offer a technologically advanced environment with exposure to many specialized computer applications. Our comprehensive in-house training and ongoing support is of the highest level. We offer competitive compensation and benefits.

Siskinds is an equal opportunity employer and will work with and accommodate persons with disabilities throughout the entire recruitment, selection, and on-boarding process. To learn more about us, please visit our website at www.siskinds.com

Please email your resume quoting “Learning and Development Coordinator” and “Your Name” in the subject line, to humanresources@siskinds.com. Deadline for submissions is Monday, October 11, 2021.

Contact Information:

Siskinds, London Head Office
Attention: Human Resources, 275 Dundas Street, Unit 1
London Ontario N6B 3L1

Email: humanresources@siskinds.com