

Associate Director, Education

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 11,000 members across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need. For more information about Advocis see our website at www.advocis.ca.

We are currently seeking an Associate Director, Education who will be responsible for ensuring the currency and relevancy of Advocis' existing Continuing Education (CE) programs and resources as well as the design and development of new CE programs for our members. The incumbent will work under the direction of the Director, Education to develop potential strategies and initiatives that build upon the vision of the Advocis Learning Centre (ALC). The Associate Director, Education will work in partnership with the Director, Education and Advocis colleagues to assist in the development and delivery of effective learning initiatives and education programs that drive revenue to the Association.

Responsibilities include:

- Develop and implement existing Advocis learning and education programs to ensure alignment with proven learning structures, competencies and behaviors' as set out in the Institute's Practice Guidelines for Financial Advisors and Planners
- Research and develop new professional development programs to ensure that financial advisors have ready access to relevant learning and continuing education designed to further their knowledge and professionalism within their chosen practice disciplines
- Develop and promote professional programs for Chapters
- Lead the ongoing development of the Advocis online Best Practices Manual
- Prospect and identify new relationships to generate business opportunities as well as cultivate and maintain existing relationships with all stakeholders
- Lead and facilitate the training and learning requirements for Advocis' education programs
- Maximize all program development resources through a collaborative working relationship with Advocis Committees and/or task forces

Knowledge/Skills Required:

- Seasoned professional with over five years of experience in the development of learning and education/training programs (preferably in the Financial Services industry)
- Post-secondary degree in education or equivalent related experience
- Thorough understanding of content to be included in a contemporary curriculum for a financial services advisor
- Ability to disseminate highly complex technical information
- Strong ability to work with and direct the work of committees, course development consultants and instructional designers
- Highly developed written and verbal communication skills
- Proficient with Microsoft Office
- Preferably hold a Financial Services industry designation and have a background in adult learning methodologies

To Apply:

Interested qualified applicants should e-mail their cover letter and resume to resumes@advocis.ca attention Karen Beier by Friday December 16, 2016.

We are committed to inclusive and accessible employment practices. Please advise human resources, when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their expression of interest, however, only those candidates selected for an interview will be contacted.