**“TRAINING and EDUCATION SERVICES ADVISOR” - EMPLOYER ADVISOR NOVA SCOTIA SOCIETY (OEA NS)**

Employer Advisor Nova Scotia (OEA NS) is a not for profit society navigating employers, business associations, groups and agencies with assistance, advice, representation, advocacy and education with employment and human resources issues, including workplace health and safety, investigations into complaints, workers’ compensation, appeals and workplace policy development. Our office is located in Bedford, NS. The Society is governed by an independent sector-based Board of Directors and receives a funding subsidy and generates fee for service revenues.

We have an immediate opening to add a Training and Education Services Advisor to our team. This is an exciting new role to develop and deliver education programs geared to Employers’ and also to assist Employers to develop their own training programs, toolbox meeting content and education policies. This is an amazing opportunity to create relationships across organizations and bring the right information to Employers that assists and improves their businesses. Candidates should be able to demonstrate experience in programs related to workers’ compensation, appeals, workplace health and safety, investigations, labour relations, employment, hiring, human rights, substance use, diversity and sensitivity, harassment investigations in the workplace, policy development and more! We are looking for someone with post-secondary education in Education, Health, Law, Occupational Health, Labour Relations, Human Resources or related educational preparation and relevant job experience. You must have a minimum 5 years direct experience teaching adults and developing workplace programs. We are looking for someone who is accomplished and comfortable with public speaking whether on radio or in the classroom and who has proven experience developing programming and training partnerships across organizations. You must exhibit superb interpersonal skills, enjoy working with people, possess tact, good judgement and strong ability to manage multiple priorities. Your writing skills match your interpersonal skills for extremely high accuracy and quality and you are familiar with data keeping, surveys, documentation and marketing for feedback and improvement. You must have a valid driver’s license and be able to travel. Experience in the development and delivery of education programs, presentations and policy writing is required.

If you are interested to apply, please send a cover letter, detailing your interest, along with your resume to [info@oeans.ca](mailto:info@oeans.ca). We thank you for your interest. Visit our website for more information about OEA NS at www.oeans.ca.