Learning & Development Coordinator Co-op

Summary
Title: Learning & Development Coordinator Co-op
ID: 10422
Subsidiary: Liberty Utilities
Department: Learning & Development
Location: Oakville, ON
Country: Canada
Zip/Postal Code: L6J 2X1

Description
Algonquin Power & Utilities Corp is a North American diversified generation, transmission and distribution utility with $10+ billion of total assets. (APUC) delivers continuing growth through an expanding pipeline of renewable energy development projects, organic growth within its regulated distribution and transmission businesses, and the pursuit of accretive acquisitions.

The distribution business group (Liberty Utilities) provides rate regulated water, electricity and natural gas utility services to over 750,000+ customers in the United States. The transmission business group invests in rate regulated electric transmission and natural gas pipeline systems in the United States and Canada.

The generation business group (Liberty Power, formerly known as Algonquin Power) owns a portfolio of regulated and long term contracted North American based wind, solar, hydroelectric and thermal powered generating facilities representing more than 1.5+ GW of installed capacity.

Our vision is to be the utility company most admired by customers, communities and investors for our people, passion and performance.

Mandate: To support the Learning & Development team with developing e-learning programs and content in addition to other learning and development projects as assigned.

Job Functions:
• Support the Learning & Development team with developing e-learning programs
• Support the and LMS Administrator with daily administrative tasks including key maintenance with the LMS
• Coordinate & deliver lunch and learn training programs to employees across the enterprise
• Support in the planning for enterprise-wide learning and development in-classroom programs and events throughout the term
• Assist with other projects and tasks as assigned

Minimum Qualifications:
• 3rd or 4th year student, currently enrolled in a post-secondary program in Human Resources, Learning & Development, Organizational Development or Adult Learning
• Experience with LMS or Training Coordination
• Comfortable presenting content to a classroom or team
• Microsoft Excel, Word, PowerPoint and Articulate 360
• Ability to work independently and with some level of ambiguity