



Coordinator, Partnerships

Full time, Permanent

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 54 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

Coordinator, Partnerships

Position Summary

As a key member of the Sector Transformation Team, the Coordinator, Partnerships supports the day-to-day planning, execution, and monitoring of eCampusOntario initiatives, including ongoing work in assigned programs and services.

The Coordinator, Partnerships supports in growing interest in key program initiatives by liaising with post-secondary education institutions, businesses, channel partners, funders, government and other stakeholders toward developing beneficial partnerships that leverage all relevant programs, services, and platforms to realize the benefits for Ontario's higher education sector and the broader economy.

The Coordinator, Partnerships has a service mindset, along with strong communication, organizational, and stakeholder relations skills. These skills are required to ensure effective day-to-day communication and collaboration with a diverse set of stakeholders. In addition to effective communications and stakeholder support, the Coordinator, Partnerships is expected to maintain a keen awareness of shifts in the program area environment to engage in idea generation activities related to the ongoing development of the program area.

Accountabilities, Duties and Responsibilities

1. Program Implementation

- Work with team members to design and implement program activities, ensuring strong stakeholder engagement and uptake
- Support the day-to day operation of the program, including arranging and hosting stakeholder activities and tracking progress against targets
- Provide support in external onboarding and training processes, including scheduling meetings and distributing meeting materials
- Conduct background research to support business plan development, partner identification, and funding applications.
- Gather, clean, and input data for decision making support and assist in drafting summary reports or dashboards to visualize data insights.

2. Stakeholder Relations

- Liaise with external stakeholders and act as a first point of contact for inquiries, support, and consultation, directing and escalating issues as required
- Track and document stakeholder interactions to support consistent engagement and follow-up.
- Produce program insights and action recommendations based on stakeholder feedback
- Meet with stakeholders one-on-one to share eCampusOntario's work and answer inquiries
- Coordinate with various stakeholders and staff to ensure project advancement
- Collaborate with team members, senior management, and stakeholders to move projects forward

3. Communications

- Maintain awareness of perspectives of diverse stakeholder audiences in order to gather, analyze, and communicate key trends and recommended shifts to the program approach
- Identify opportunities to boost awareness of program areas and generate excitement and interest
- Assist in the development of reports and presentations for a diverse stakeholder audience; review documentation for alignment with program activities
- Keep up to date on emerging trends and research related to higher education, the innovation economy, labour market or other areas relevant to eCampusOntario programs.
- Facilitate and contribute to project meetings or presentations
- Maintain project assets, communications, and documentation

Education, Professional Designations and Development

- Undergraduate degree or diploma in arts, business, communications or equivalent combination of knowledge, skills, and experience

Experience

- 1-2 years professional experience in a complex service-oriented role with diverse stakeholder community
- Experience in a post-secondary education environment considered an asset
- Experience in a nonprofit environment considered an asset

Skills

- Strong written and verbal communication skills.
- Customer service or technical support experience.
- Bilingualism (French and English) is an asset.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples.

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject **Coordinator, Partnerships**) with a Cover Letter and Resume attached as a **single PDF file**, titled “**Last Name, First Name.pdf**”.

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter. The base salary range for this position is \$57,908.66 - \$72,385.83 CAD. The range displayed on each job posting reflects the target for new hire salaries for the position; within the range, individual compensation is determined by job-related skills and knowledge, and relevant experience.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

Posting closes **Tuesday, June 10, 2025 at 11:59PM ET**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact talent@ecampusontario.ca

Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities. Our current in-person work requirement is two (2) days per month (minimum) which may be changed at any time to meet our evolving organizational needs.

For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>