

JOB POSTING

POSITION TITLE:	Learning Management System (LMS) Coordinator
COMPETITION NO:	2026-003
REPORTS TO:	Manager of Training Development & Delivery
CLASSIFICATION:	Full-Time
SALARY:	\$82,508-\$104,400 Per Annum
LOCATION:	Remote – Frequent travel across Ontario required
POSTING DATE:	May 4, 2026
CLOSING DATE:	May 18, 2026, at 4PM (EST)

The ANCFSAO is a provincial association of member Indigenous Child Well-Being Agencies mandated to build a better life for all Indigenous children through policy development, analyses, research, and advocacy in promoting the delivery of culturally based quality family services to Indigenous populations in Ontario.

This is a new role within ANCFSAO's Training unit, responsible for the daily administration, configuration and optimization of ANCFSAO's Learning Management System (LMS).

POSITION SUMMARY

Reporting to the Manager of Training Development and Delivery, the **LMS Coordinator** oversees both the association's main LMS platform and all member agency sub-platforms, ensuring seamless functionality to support training programs, professional development and education initiatives across the province. The LMS Coordinator serves as the primary technical point of contact for the LMS, providing expert guidance, system oversight and user support. The role also includes onboarding and training agency administrator designates, building capacity at the agency level and acting as the designate when required. Working closely with the Program Assistant, the LMS Coordinator ensures smooth coordination of learning activities, content management, reporting and system integrations.

KEY JOB FUNCTIONS

- Lead the administration, configuration and daily operations of the ANCFSAO LMS and all member-agency platforms, ensuring stable, secure and optimized performance.
- Oversee content management, including uploading, testing, publishing and maintaining version control for all eLearning materials across platforms.
- Train, onboard and support agency administrator designates, while acting as the designate when required to ensure uninterrupted service delivery.
- Generate and analyze LMS reports to track learner progress, compliance, usage trends and system effectiveness, providing insights and recommendations to leadership.
- Serve as the primary technical escalation point and liaison with the LMS vendor, IT and internal teams to resolve issues, coordinate updates and support system integrations.
- Collaborate closely with the Program Assistant and Training Department to coordinate learning activities, maintain data accuracy and support new training initiatives.

QUALIFICATIONS

- Post-secondary education in IT, Education, Adult Learning, Business Administration or a related field, or an equivalent combination of education and experience.
- 2–4 years of hands-on experience administering a cloud-based LMS (Absorb LMS experience is a strong asset).
- Demonstrated proficiency in LMS configuration, user management, reporting, eLearning content management and understanding of technical standards.
- Experience delivering training or onboarding for system users, with the ability to support stakeholders with varying technical skill levels.
- Strong analytical, communication and problem-solving skills, with high attention to detail and the ability to manage multiple priorities.
- Assets include experience with eLearning authoring tools, system integrations/APIs, multi-tenant LMS environments, and familiarity with non-profit or Indigenous service sectors.

WORKING CONDITIONS AND LOCATION

- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check and Vulnerable Sector Check are required.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

TO APPLY

Please email with the Subject Line, Competition 2026-003 LMS Coordinator, along with the following items to HRGeneral@ancfsao.ca by **May 18, 2026, by 4:00PM (EST)**.

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- A resume including three (3) work-related references.

ANCFSAO does not use artificial intelligence tools to screen, assess, or select applicants for this position. Incomplete applications will not be considered. Only those selected for an interview will be contacted. Preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.**

A full job description is available upon request.

We welcome and encourage applications from people with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the selection process.

Our Association is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact HRGeneral@ancfsao.ca