

Job Posting

Position: Hospice Training and Education Coordinator (full-time, 37.5 hrs./week)

Location: Mississauga, ON (In-Office, Virtual & Community-Based)

Start Date: June 8, 2026

Deadline to apply: Applications will be accepted until the position is filled.

About Hospice Mississauga

Hospice Mississauga is a non-profit, volunteer-based organization that supports individuals and families in Mississauga who are facing serious illness, end of life, or bereavement.

The Opportunity

We are seeking a **Hospice Training and Education Coordinator** to lead and support meaningful learning opportunities across Hospice Mississauga, Dorothy Ley Hospice, and Acclaim Health. Based at Hospice Mississauga, this role's primary responsibility is to coordinate and deliver online and in-person volunteer training and education for staff, volunteers, community members, and external partners.

Evening and some weekend availability is required.

What We Offer

- A warm, supportive, and collaborative team culture
- Salary \$58,000-\$61,000
- HOOPP pension plan
- Health benefits (optional after probationary period)
- 3 weeks paid vacation
- Paid professional development
- Monthly phone allowance
- Mileage reimbursement
- Hybrid work schedule with a mix of in-office, virtual, and community-based work

Key Responsibilities

- Coordinate and deliver online and in-person volunteer training programs for Hospice Mississauga, Dorothy Ley Hospice, and Acclaim Health throughout the year
- Facilitate orientation, refresher training, and skill-building sessions
- Maintain training schedules, attendance records, participant communications, and evaluation processes



- Update training materials, presentations, manuals, and learning activities to reflect current practice and organizational needs
- Work collaboratively with staff and volunteer leaders across the three organizations to identify education priorities and respond to learning needs
- Support the educational needs of internal teams, community members, and external partners
- Develop and deliver community education sessions and presentations on hospice palliative care, grief, loss, supportive care, and advance care planning
- Represent the organizations at outreach events, presentations, and community fairs
- Support volunteer recruitment processes
- Oversee educational communications for volunteers, including the monthly volunteer information portal and quarterly newsletter
- Evaluate training initiatives and recommend improvements to strengthen quality and relevance

Qualifications

- University degree and/or a minimum of three (3) years of experience in education, training, volunteer services, community programs, or a related field
- Social service experience is required, hospice palliative care experience is preferred
- Demonstrated experience planning and delivering both online and in-person education initiatives
- Strong group facilitation and presentation skills
- Excellent organizational, administrative, and communication skills
- Self-motivated and able to work independently
- Proven ability to work collaboratively, receive feedback, and respond to direction
- Strong leadership, planning, and problem-solving skills
- Proficient in Zoom and other electronic platforms, with strong computer skills and experience using systems such as Constant Contact, Volgistics, and standard office applications such as Microsoft Office, including Word, Excel, and PowerPoint
- Proficiency in an additional language is an asset

Hospice Mississauga is an equal opportunity employer. We are committed to building a diverse, inclusive, and accessible workplace that reflects the community we serve.

Accommodation is available upon request throughout the hiring process.

AI will not be used in the hiring process.

Please direct your resume to jwatson@hospicemississauga.ca with a subject line **TE2026**

We thank all applicants for their interest. Only those selected for an interview will be contacted.

