

Employment Opportunity

Continuing Education Specialist

The opportunity

Do you enjoy building continuing education programs that are practical, credible, and responsive to emerging risks? Are you skilled at turning data and stakeholder insights into practical recommendations to support high-quality learning experiences? Do you want to apply your adult learning expertise to help protect the public interest and uphold professional, ethical, and competency standards for our licensees? If you share our passion and purpose, this might be the career opportunity for you.

The Real Estate Council of Alberta (RECA) has two exciting opportunities for Continuing Education Specialists to join our dynamic team. These permanent, full-time positions offer a comprehensive benefits package along with a flexible health and wellness spending account, 3 weeks' paid vacation, onsite fitness facility, employer-matching RRSP, and professional development opportunities.

Role & responsibilities

- bring continuing education programs to life and help strengthen the standards that guide them
- ensure learning materials align with competencies, regulatory requirements, and public protection goals
- research emerging risks, evolving learning needs, and leading practices
- recommend practical enhancements to program standards, delivery models, and oversight processes
- help set and maintain high standards for course providers and continuing education programs
- coordinate provider reviews, audits, and improvement activities
- monitor course provider performance, learning outcomes, and quality indicators
- support course providers on program requirements and learning experiences
- gather and analyze stakeholder feedback to uncover meaningful insights
- provide expertise on competencies, learning outcomes, and regulatory requirements
- develop clear, practical recommendations that support program improvement
- help translate approved decisions into well-documented process enhancements
- coordinate education projects, timelines, and implementation activities
- collaborate with internal teams and external service providers to achieve shared goals
- share your expertise and support colleagues across the organization
- help implement initiatives that strengthen education and regulatory outcomes

Skills & qualifications

- bachelor's degree in education, or a related field, an equivalent combination of education and directly related experience may be considered
- 3-5 years' experience in education program development, credentialing, curriculum support, learning and development, or a related field; experience developing continuing education in a regulated industry is an asset
- advanced knowledge of adult learning, curriculum and assessment design, psychometrics, and competency-based education
- experience in quality assurance or process improvement is an asset
- strong ability to interpret and apply regulatory requirements and policies
- ability to research and analyze information and data, identify trends, gaps, risks, and improvement opportunities, and summarize findings
- ability to prepare clear communications, reports, and documentation while maintaining accurate records and strong attention to detail
- proficiency with Microsoft Office 365, continuing education platforms, learning management systems, and customer relationship management software, with the ability to leverage digital tools, data, and AI
- ability to coordinate projects, monitor timelines, and collaborate effectively with internal teams and external service providers

How to apply

If you think this is the job for you, please email your cover letter and resume to Human Resources at hr@reca.ca. Please include **"Continuing Education Specialist"** in the subject line of your email. The application deadline is **October 28, 2026**. We thank all applicants for their interest. We will contact only those individuals we are considering for interviews.

About us

As the governing body for Alberta's residential real estate, commercial real estate, property management, condominium management, and mortgage brokerage licensees, the Real Estate Council of Alberta (RECA) is committed to the public interest by promoting the integrity of the industry and protecting consumers.

RECA's mandate is to protect consumers, to provide services to facilitate the business of licensees, and to protect against, investigate, detect, and suppress fraud as it relates to the business of licensees. As the governing body, we are guided by our commitment to integrity, professionalism, mutual respect, transparency, collaboration, and communication. Please visit reca.ca to learn more about us.