



Attached is a posting for a Program Coordinator with Carlton Trail College. Applications must be accompanied by an updated resume.

This competition will end on **August 7, 2024**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com
Tel: (306) 682-2623

Program Coordinator

Competition #2425-24

Classification: Level 6
Position Description: Attached
Category: 1.0 FTE
Appointment Dates: August 2024 to February 2025, with the possibility of extension
Hours of Work: Field (7.5hrs/day)
Location: Humboldt

POSITION SUMMARY

The Program Coordinator is an in-scope position reporting to the Business and Skills Training Director. The incumbent is responsible for coordinating and administering programs and services throughout the College's region; providing support to clients and learners; and representing the College to a variety of stakeholders.

DUTIES AND RESPONSIBILITIES

Program Planning and Coordination:

- Assists with conducting needs assessments, researching programs/courses to determine their suitability
- Assist in the development and delivery of a sustainable programs for the College
- Research and develop grant and project proposals under the direction of Business and Skills Training Director
- Provide ongoing assessment and evaluation of learners as required
- Assists in determining resource requirements for programs/courses (including facilities, supplies, etc.)
- Coordinate the College's skills training programs, including the management of resources to effectively deliver services region-wide
- Assist and advise in the marketing and promotion of the College's skills training programs
- Manage the assigned program budget under the direction of the Business and Skills Training Director
- Maintain appropriate records and statistical information as required
- Oversee and ensure timely entry of student data into the student information system
- Other duties as assigned.

Program Support:

- Provides pertinent and timely oral and written reports as required
- Responsible for the day-to-day activities of skills training programs and other programs as assigned
- Assists with student recruitment and marketing activities
- Support staff and instructors in addressing student issues
- Monitors the delivery of programs/courses and responds, when necessary, to quality assurance issues
- Liaise with community organizations and service providers
- Engage regional stakeholders to promote College programming
- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public
- Participate in meetings and discussions with stakeholders such as co-workers, students, agencies, government departments, business and industry educational institutions, partners in program development and delivery, and aboriginal organizations.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven organizational skills that allow handling multiple tasks associated with a region-wide program, while at the same time ensuring that specific details are dealt with in a timely fashion
- Proven ability to practice effective time management and prioritize work
- Knowledge of modern managerial practices, office procedures, and business communication
- Demonstrated problem solving skills

- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important development
- Excellent computer skills in word processing, spreadsheet software, email and internet applications
- Experience working with adults and experience in Literacy would be an asset
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements, or cultures
- Demonstrated ability to set high standards for oneself and others, and accepting responsibility for all actions
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity.

EDUCATION

The minimum relevant formal training essential to perform the functions of this position is a relevant two-year diploma. Education in the social sciences field or an academic equivalent is preferred. This education would typically provide knowledge in adult education program development, needs assessment, budgeting, proposal writing, analytical skills, research skills, and/or administration.

EXPERIENCE

The amount of practical related experience required is two years. This experience would typically provide skills required to negotiate with partners, deal with sensitive situations, skills in time management, supervision, leadership and budgeting as well as communication, interpersonal, analytical and evaluation skills. Proficiency in business software application is required. Must have the ability to function in a cross-cultural environment.

OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Vulnerable Sector Check that is satisfactory to Carlton Trail College.