



FIELD DIRECTOR

Cold Lake/Bonnyville/St. Paul and areas

Are you a professional who seeking meaningful work and don't want to work full-time?

We are seeking a Field Director for Cold Lake, Bonnyville, St. Paul and surrounding areas for a commitment of 100 workdays per year, with the most active time during school start up, semester change, and in spring to early summer.

As Field Director, you will build relationships with local employers to increase awareness of the benefits of mentoring local youth, and create opportunities for high school students to apprentice and intern in their companies. You will also build community capacity by providing internship support to school representatives.

Your responsibilities will include:

- Connect with new and existing employers regarding programs and internship opportunities.
- Manage student internship programs including employer recruitment, coordination of placements with schools and monitoring student progress.
- Establish and maintain positive, long term working relationships with employers, employer associations, students, parents, schools, educators, and other stakeholders.
- Identify community sector needs and resources; and implement plans for CAREERS programs.
- Present information to individuals and groups, and prepare marketing documents.
- Collaborate with team members and assist with CAREERS events to produce results and promote CAREERS.

As Field Director, you will have the following attributes:

- Enthusiastic, energetic and able to engage with employer representatives.
- Results oriented sales history with a proven track record of success and demonstrated ability to build partnerships.
- Possess strong time management, organization and coordination skills.
- Self-starter with the ability to work independently and as a team member.
- Related experience and/or education in business, industry, education or career development.
- Active in community engagement, community volunteerism, or service organizations is an asset.
- Strong user of Microsoft Excel, Word, databases and social media as a communication tool.
- Experienced and efficient at computer based tracking of daily activities and calendar activities.
- Satisfactory criminal and child welfare checks are required.
- A valid driver's license and reliable vehicle are essential.
- Must reside within the Cold Lake, Bonnyville or St. Paul areas and able to work from a home office.

This opportunity is open until a suitable candidate is found. Please send your resume and cover letter to HR@nextgen.org. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

CAREERS: The Next Generation is a student-focused, industry-driven community partnership that provides career AWARENESS, EXPLORATION and EXPERIENCE to enable Alberta students to discover a career passion in trades, technologies, health and professions in high demand.