

The South Eastern Alberta Partners for Youth Career Development (SEAPYCD) is seeking a:



FIELD DIRECTOR (PART-TIME)

Under the direction of the Executive Director of the Partnership, the Field Director is dedicated to promoting the vision, mission and principles of the South Eastern Alberta Partners for Youth Career Development. The successful candidate will increase the level of education, industry and community support to successfully implement career development and workplace learning opportunities for youth interested in careers in Trades and Technology related fields. The Field Director accomplishes this by promoting the Partnership's programs and concepts in the communities, with industry and with youth in school settings, developing partnerships with various shareholders. This position works closely with other team members on a variety of projects and events.

Primary Responsibilities:

- Establish and maintain positive working relationships with diverse shareholders including schools, educators, employers, employer associations and community service groups.
- Plan, organize, coordinate, and manage career exploration and awareness events
- Analyze and identify each community's unique needs and resources.
- Seek opportunities to leverage situations and create synergies that further the values and goals of SEAPYCD.
- Maintain a current understanding of workplace and career development trends in the Alberta labour market environment.
- Deliver convincing presentations that are geared to diverse groups including youth in schools, community groups and parents.
- Coordinate the student internship program, by recruiting employers, collaborating with schools and monitoring the progress of student interns in the workplace.
- Provide regular reporting related to achievement of goals, opportunities and issues within the region, including information and data for tracking of students, schools, employers, and key stakeholders.
- Enlist the support and assistance of the community in the provision of recognition activities for participants of career development experiences.
- Planning, organization, coordination, promotion, fundraising, and management of annual Trades Awareness Events.
- Complete projects as assigned.

Skills and Competencies:

- Exceptional communication skills.
- Demonstrated ability to take initiative and follow through on actions.
- Demonstrated ability to manage time and numerous projects/activities, meet and exceed targets, goals and objectives in a timely manner with excellent results.
- Demonstrated ability to work with a wide variety of stakeholders including youth, parents, schools, educators, employers and other partners.
- Strong organizational, analytical and solution development skills.

Qualifications:

- Education or training in Career, Apprenticeship development, teaching/instruction, or human resources
- Experience in business/industry, education settings, or supporting community engagement expertise
- Active participation in various community volunteer or service organizations
- Demonstrated ability to build partnerships with strong results-oriented organization and coordination skills
- The ability to write reports, proposals and manage information with a high level of accuracy and attention to detail
- Self starter with the ability to work independently and as a team member
- Proficient with the use of social media
- Strong time management skills
- Proficient with Microsoft Office, Excel, Word, databases and other technologies
- Criminal and child welfare checks indicating no record of convictions and no intervention service records are required

We are currently looking for a part-time position starting in January in the Medicine Hat area. A valid driver's license and reliable vehicle are required. Please email resume and cover letter by November 30, 2017 to: kliboiron@nextgen.org

Thank you for your interest. Only those selected for an interview will be contacted.