



**SkillsCanada**  
Newfoundland and Labrador  
**PROGRAM COORDINATOR**  
Full Time (37.5 hours per week)  
Mount Pearl, NL

**Skills Canada Newfoundland & Labrador (SCNL)** is a charitable organization that provides opportunities for youth to explore skilled trades and technologies, discover their passions, and strive for excellence. We deliver engaging programs to students across the province including Skilled Trade, Technology and Employability Competitions, Skilled Futures Conferences, Entrepreneurial Programs, Try-A-Trade® and Technology Events, In-School Presentations and offer awareness-raising activities to schools and community groups throughout the province.

We are hiring a **Program Coordinator** to take the lead on the planning and delivery of programs to engage and increase career awareness and opportunities for youth from **under-represented populations**. The Program Coordinator will collaborate with staff, partners, educators, employers and community groups to engage diverse youth in skilled career exploration. This position will involve a considerable amount of community consultation and engagement, research and the establishment of meaningful partnerships.

#### **Key Attributes**

Our ideal candidate thrives in building collaborative relationships, managing complex and multi-faceted projects, and developing innovative strategies for new forms of career exploration and student engagement. We are seeking a candidate who has excellent interpersonal skills, diplomacy and demonstrated professionalism, is a team player with a 'get it a done' attitude, and one who takes personal accountability and pride in changing the lives of those we serve.

The successful candidate will possess excellent administration and communication skills, be highly organized and detailed oriented, have proven ability to take initiative and the ability to work both independently and as part of a team. Independent provincial and national travel may be required. Some additional work outside the regular workday may be expected for participation at special events. A valid driver's license and access to reliable transportation is required. The successful candidate will be subject to Criminal Record, and Vulnerable Sector checks.

#### **Qualifications:**

- Post-secondary education in business, administration or combination of education and program delivery experience,
- Experience in project management, event organization, office technology & social media,
- Confidence in presenting to groups and community outreach,
- Excellent written and verbal communication skills,
- Experience working with diverse communities, youth, committees and volunteers.

**Salary:** \$38,000 plus benefits (post-probationary period)

SCNL's office and events are located on the unceded territory of the Beothuk and Mi'kmaq People. SCNL is committed to employment equity and the elimination of discrimination at each organizational level. We value diversity and inclusion. We encourage applications from all qualified candidates including members of racially visible communities, persons with disabilities, Indigenous Persons, and members of the 2SLGBTQ+ community. Applicants wishing to disclose any personal details related to equitable or inclusive hiring are encouraged to do so in their application.

Please submit Resume on or before September 20<sup>th</sup> to [rebeccal@skillscanada.com](mailto:rebeccal@skillscanada.com). Thank you for your interest in SCNL; please note that only candidates selected for interviews will be contacted. [www.skillscanada-nfld.com](http://www.skillscanada-nfld.com)