



PROGRAM COORDINATOR
1 Year Maternity Leave Contract
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. SCNL delivers 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.

SCNL is hiring a **Program Coordinator** (maternity leave position) to assist with delivery of SCNL competitions and digital programs. Our ideal candidate thrives in managing the complexity of planning and implementing large multi-faceted events. We are seeking someone who has excellent interpersonal skills, diplomacy and demonstrated professionalism. Someone who shares a commitment to contributing to a respectful, inclusive, productive work environment. This role requires exceptional organizational skills and is best suited to someone who is detail-oriented with strong record management skills.

Key Attributes

The successful candidate will possess excellent administration and communication skills, be highly organized and detailed oriented, have proven ability to take initiative. They will have the ability to work both independently and part of a team, and take personal accountability and pride in changing the lives of those we serve. Independent provincial and national travel may be required. Some additional work outside the regular workday may be expected for participation at special events. 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,
- Excellent written and verbal communication skills,
- Excellent digital skills,
- Design skills would be an asset.

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 October 5th to deanneo@skillscanada.com.

Thank you for your interest in SCNL; please note that only candidates selected for interviews will be contacted.
www.skillscanada-nfld.com