

Program Coordinator

Health & Human Services – Contract Training

Full time Term (term ending June 30, 2025)

Competition #: 118-2324

Brandon, Manitoba

Salary: \$66,032 - \$82,450 annually

Classification: Program Coordinator Extension Serv 1 (PCE1)

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years.

The Program Coordinator plays an important role in developing and maintaining relationships with the Indigenous communities and organizations that we work with across the province. This position coordinates the delivery of programs, primarily in the School of Health & Human Services, by implementing approved program plans and budgets. The Program Coordinator, working closely with academic managers to provide on-going support to our community-based programs and ensures course relevance, excellence, and uniformity.

Be Passionate and Take Initiative with these Responsibilities:

You will be passionate about supporting education and engaging with Indigenous communities and industry partners throughout the province, coordinating training that meets their needs and supports economic growth throughout Manitoba. The ideal candidate will be a self-starter and require little direction. You will be well organized and an outgoing individual that takes initiative. You will be responsible for establishing, fostering, and maintaining relationships with our community partners, students, and stakeholders to ensure success for our community-based programs. Some responsibilities include:

- Develop credential programs that may require institutional or government approval
- Develop credit, non-credit, career and professional development, as well as workforce and labour market programs for traditional, non-traditional and lifelong learners
- Work collaboratively with ACC's academic schools and other post-secondary institutions to deliver certificate, diploma and degree programs
- Create program proposals ensuring it meets requirements
- Ensure curriculum quality meets the requirements of the institution, government agencies, First Nations, and other post-secondary institutions
- Ensure integrity of programs are maintained through planned quality assurance visits
- Prepare and monitor program specific budgets to meet targets

Be able to deliver results:

- Degree in a relevant field
- Experience in post-secondary administration, including personnel and financial management
- Project coordination or project management experience
- Excellent communication skills and creative problem-solving skills
- Knowledge of Indigenous cultures in Manitoba
- Ability to deal with multiple projects at a time
- Ability to work occasional evenings and weekends, as well as periodic travel

In the spirit of the Truth and Reconciliations Calls to action, and to move the College's Indigenous Strategy forward, preference will be given to Indigenous candidates.

This competition will remain open until the position is filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or careers@assiniboine.net.

Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Métis Nation.

If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #118-2324 to:

careers@assiniboine.net

We thank you for your interest. Only those selected for further consideration will be contacted.

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