

**Program Coordinator  
Emergency Medical Responder and Management Services  
Centre of Continuing Studies  
Full Time, Term (8 months)  
Brandon, Manitoba (site flexible)  
Competition #52 19/20  
Salary: \$61,790 - \$77,147/annual (\$32.67 – \$40.79/hourly)  
(Classification: Program Coordinator Extension Services 1)**

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement.

The Centre of Continuing Studies is looking to hire a Program Coordinator for the planning, development, administration, and evaluation of the Emergency Medical Responder and Management Services Program, to be delivered in Thompson and Winnipeg. The Program Coordinator will work closely with multiple First Nation community partners, stakeholders, students and staff to ensure smooth delivery of programming at these training sites.

**Be Passionate.**

As the Coordinator, you will be passionate about engaging with Indigenous communities and partners to provide training that meets the needs of communities and supports economic growth. You believe in the power that post-secondary education has on transforming students' lives. You will work collaboratively with a team that includes a manager and coordinators from the partnership group to ensure student success.

**Take Initiative.**

You are an organized, outgoing and self-starting individual that can take initiative. You will be responsible for fostering, and maintaining relationships with our community partners, students and stakeholders to ensure the success of our program. This will include providing on-going support to ensure program excellence.

**Deliver Results.**

You are an innovator who gets things done. You will have a combination of relevant education and program coordination or project management experience. Your excellent communication skills, creative problem-solving skills, budget management experience and ability to deal with competing priorities will help you succeed in this role. Overnight travel will be required, as well as occasional evening and weekend work.

This competition will remain open until filled. Pending program funding approval.

***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.***

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

If you are interested in this career opportunity, please forward your resume and cover letter to:

**Assiniboine Community College**  
c/o Human Resources  
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9  
Fax 204.725.8736 or email [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net)

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