

Chair, Contract Training

Full-Time Regular - Brandon, MB

Competition # 02-20/21

Salary: \$46.98-\$59.97 (hourly) \$88,853.63- \$113,421.84 (annual)

Classification: Chair

Reporting to the Dean, Trades, Access and Community Programs, the Chair, Contract Training is responsible for the business development in contract training including the initial contact with prospective partners, identifying potential sources of funding, proposal development, contract negotiation and project hand-off to the academic schools/ Continuing Studies who deliver the contracts. The Chair, Contract Training is responsible for budget forecasting for community based/contract training, based on strategic plans that are developed collaboratively with the deans of the various academic schools and the Director of Continuing Studies.

The Chair is the college lead in relationship management with Indigenous communities/organizations and other groups across the province with respect to community based / contract training. The Chair, Contract Training leads a team that includes a Business Development Coordinator, who supports proposal development, and Program Coordinators who directly support contract delivery.

Be Passionate. As the Chair, you will be passionate about growing the reach of the college through community-based training; you are excited to lead a team that will develop and maintain a network of positive relationships throughout the province, particularly in Indigenous communities. You will strive to work effectively with academic units to support the strategic goals of these units and external partners.

Take Initiative. You are an organized and outgoing individual that takes initiative. You will be responsible for setting the direction of relationship building with our community partners, students and stakeholders to ensure success for our community based programs. You will develop and refine processes and lead others within the college to develop projects in a way that will sustain growth in community-based training. As Chair, you will look for and capitalize on funding opportunities to benefit partners' and college efforts. You will take a lead role in budget forecasting according to strategic plans that are developed with the program administrators.

Deliver Results. You are an innovator who gets things done. You will have a combination of relevant post-secondary education and program coordination or project management experience. You have a track record of developing and maintaining positive relationships with Indigenous individuals, communities and organizations. Your excellent communication skills, creative problem solving skills, financial management skills and ability to deal with multiple projects will help you succeed in contributing to First Nation, Metis, and Inuit prosperity throughout Manitoba. Occasional evening and weekend work may be required. You must be able to travel to communities throughout the province. Valid driver's license is required.

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 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. Requests for accommodations can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

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 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

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