

Coordinator, Community Programs

(Subject to Funding Approval; Focus Area – Drivers' Education)

Full Time Term (June 24, 2024 to March 28, 2025)

Brandon, Manitoba

Competition #170-23/24

Salary: \$67,370 to \$86,635 annually (\$35.74 to \$45.96 hourly)

Classification: Program Coordinator Extension Services 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 Coordinator is responsible for developing and maintaining relationships with communities across the province and to coordinate the delivery of community-based programs by implementing the approved program contract and budgets. The Coordinator provides on-going support to community based programs and ensures course relevance, excellence, and uniformity and is responsible for providing where required, curriculum, supplementary resources, classroom resources, instructional orientation and guidance, and instructional management systems.

Be Passionate and Taking Initiative with these Responsibilities:

- Liaising with College departments as appropriate to ensure all operational requirements are met – Finance, Registrar's Office, Academic areas, IT Services, Facilities, Library, Bookstore, Human Resources etc.
- Assisting, under the direction of the appropriate school chair/dean/director, to recruit, hire, supervise, and support program staff in the delivery of the community-based academic program.
- Providing ongoing instructional support, guidance, and resources to instructors
- Supporting the orientation for program staff and students
- Administration/supervision of College entrance testing procedures
- Assist the RO with the collection of appropriate documents required for admission into program.
- Maintenance of inventory records for instructional resources in each program
- Completion of progress report forms for use within each program.
- Requisitioning of instructional resources, classroom supplies, equipment and furniture as required in each program.
- Arranging for the delivery and return of all resources.

Being able to deliver results by:

- Knowledge of modern office procedures including telephone communications, office systems, record keeping
- Able to use a personal Computer (Microsoft Office 365) to write reports, complete Excel spreadsheets, develop instructional materials.
- Knowledge of and prior extensive usage of the internet
- Project management skills
- College diploma, university degree or suitable life experience
- Willingness and ability to travel to various program locations and potential sites across the province.

- Willingness to participate in training to become an accredited Drivers' Education instructor.

Conditions of Employment:

- Meet the criteria to be eligible for training and maintaining a driving instructor permit <https://www.mpi.mb.ca/becoming-a-driver-instructor/>;
<https://catalogue.rrc.ca/Programs/WPG/Parttime/DRIP-NA/AdmissionRequirements>;
- Provide a satisfactory Criminal Record Check with Vulnerable Sector Search and Child Abuse Registry Check as part of the recruitment process.
- Maintain a valid Manitoba Class 5 Driving Instructor permit.
- Maintain a valid Driver Training School and Training Vehicle permit, if required.
- Must be able to work shift work (evenings, and weekends).

This competition will remain open until the positions are 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 #170-23/24 to careers@assiniboine.net.

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

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