



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Program Coordinator

Community Development - Continuing Studies & Contract Training

Full Time, Regular

Dauphin, MB

Comp #41-25/26

Classification: Program Coordinator Extension Services 1

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

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

The Program Coordinator is responsible for the delivery and growth of Continuing Studies programs at Assiniboine's Dauphin campus and for overseeing the coordination of Assiniboine programs delivered through contract training across the Parkland region. This role plays a key part in building and maintaining strong relationships with rural Manitoba communities, including Indigenous communities and partner organizations.

Working closely with academic managers and internal partners, the Program Coordinator implements approved program plans and budgets, supports community- and campus-based program delivery, and ensures program relevance, quality, and consistency across locations.

Key Responsibilities:

The Program Coordinator supports education and workforce development by engaging with rural Manitoba communities, Indigenous communities, and industry partners to coordinate training that meets regional needs and supports economic growth across the province. This role requires a collaborative, self-directed, and well-organized professional who takes initiative and builds strong relationships to support the success of Continuing Studies and Contract Training programs.

The Program Coordinator is responsible for establishing, fostering, and maintaining relationships with community partners, students, instructors, and internal stakeholders to ensure the successful delivery of community- and campus-based programs. Key responsibilities include:

- ▶ Schedule, coordinate, and oversee the delivery of Continuing Studies courses and programs at the Dauphin campus and as required, within the greater Parkland region
- ▶ Coordinate instructor recruitment, hiring, onboarding, and support for Continuing Studies and Contract Training programs
- ▶ Support student recruitment efforts in collaboration with internal teams and community partners
- ▶ Identify and develop credential programs that may require institutional or government approval

- ▶ Identify and 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 Assiniboine's academic schools and other post-secondary institutions to deliver certificate, diploma and degree programs
- ▶ Develop program proposals, ensuring all institutional, regulatory, and partner requirements are metEnsure curriculum quality meets the requirements of the institution, government agencies, First Nations, and other post-secondary institutions
- ▶ Maintain program integrity through planned quality assurance and monitoring activities visits
- ▶ Prepare, manage, and oversee program and project budgets, including forecasting, monitoring expenditures, and ensuring financial accountability. Oversee instructional and developmental personnel associated with assigned programs

Qualifications:

- ▶ Degree in a relevant field
- ▶ Experience in post-secondary administration
- ▶ Financial management experience
- ▶ 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.

Discover full details about the position in the attached Job Description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders of Manitoba.

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba.

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, and all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.