



**Assiniboine  
College**

**PEOPLE MAKE IT HAPPEN.**

## **Program Coordinator**

Health & Human Services  
Full-Time, Term (May 25/26, to June 30/27)  
Brandon, MB  
Comp #75-25/26  
Salary: \$69,237 to \$89,029 annually (\$36.73 to \$47.23 hourly)  
Classification: Program Coordinator Extension Services 1

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.

Reporting to the chair, the Program Coordinator for Early Childhood Education (ECE) is responsible for the design, development, quality assurance, management, supervision, success, and day-to-day operations of ECE programs within the School of Health & Human Services. ECE programs may be offered in various locations and delivery modalities, including on campus, in community, in person, virtually, and through distance education. Travel is expected.

### **Key Responsibilities:**

- ▶ Provide academic leadership for Early Childhood Education (ECE) programs, supporting faculty development, student success, and high-quality curriculum design and delivery.
- ▶ Foster a collaborative and high-performing team environment by coaching, mentoring, and supervising faculty.
- ▶ Ensure curriculum excellence through quality assurance, regulatory alignment, and continuous program improvement.
- ▶ Build and strengthen partnerships across the college, with industry, community organizations, and regulatory bodies to enhance programming and identify new opportunities.
- ▶ Oversee program operations, including budgeting, academic planning, faculty recruitment, and workload management.
- ▶ Support student success through collaboration with faculty and student services, ensuring adherence to academic policies and standards.
- ▶ Contribute to inclusive and respectful environments by building relationships with Indigenous partners and supporting Indigenous efforts.
- ▶ Participate in recruitment initiatives, community engagement, and ongoing professional development, while representing the college in a positive and professional manner.

### **Qualifications:**

- ▶ Manitoba ECE III designation
- ▶ Knowledge of instructional best practices and pedagogy as well as an ability to lead, mentor, and inspire instructional staff in applying effective teaching strategies.
- ▶ Demonstrated ability to develop and launch new academic programs through research, collaboration with governing and institutional partners, and comprehensive program planning and management.



- ▶ Understanding of trauma-informed, harm-reduction, and culturally responsive practices, including work with Indigenous and diverse communities.
- ▶ Ability to manage staff through organizational changes, performance management, professional development, and the promotion of a positive workplace culture.
- ▶ Technologically proficient in supporting program success through program mapping, curriculum blueprints, course outlines, assessments, Moodle components, budgeting, performance management, and communications.

*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 and 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 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, all genders, and sexual orientations.



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**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](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204 725 8729.*

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.