



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Program Coordinator, MPI Driver's Education

Continuing Studies

Full Time, Term (July 6 to March 31, 2027)

Brandon, MB

Comp #97-25/26

Salary: \$71,329 to \$91,706 annually (\$37.84 to \$48.65 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.

The Program Coordinator plays an important role in supporting the delivery, coordination, and continuous improvement of Assiniboine's MPI Driver's Education program. This program is delivered in Brandon and in communities throughout Manitoba, requiring the coordinator to support consistent program delivery across multiple locations.

This position is responsible for coordinating program operations, supporting instructors, maintaining positive relationships with Manitoba Public Insurance, students, and community partners, and ensuring program delivery is consistent, responsive, and aligned with approved program requirements.

Working as part of the Continuing Studies team, the Program Coordinator implements approved program plans and budgets, monitors program activity, supports course scheduling and delivery across various locations, and works closely with internal departments and external partners to ensure a high-quality learner experience

Key Responsibilities:

You will be passionate about supporting education, road safety, and access to driver training across Manitoba. The ideal candidate will be a strong communicator, well organized, relationship-focused, and able to manage multiple priorities across multiple program delivery locations. You will be responsible for coordinating the successful delivery of the MPI Driver's Education program in Brandon and in communities throughout the province, while maintaining strong relationships with students, instructors, schools, community partners, and Manitoba Public Insurance.

Some coordinator responsibilities include:

- ▶ Coordinate the delivery of the MPI Driver's Education program in Brandon and in communities throughout Manitoba.
- ▶ Support scheduling, instructor coordination, student communication, and operational follow-up across multiple program delivery locations.
- ▶ Support program planning, implementation, and monitoring to ensure delivery aligns with approved requirements, timelines, budgets, and service expectations.



- ▶ Maintain effective working relationships with Manitoba Public Insurance, school partners, instructors, students, families, and internal college departments.
- ▶ Coordinate instructor recruitment, onboarding, scheduling, communication, and ongoing support in collaboration with academic and administrative teams.
- ▶ Monitor program delivery across locations to ensure consistency, quality, course relevance, and alignment with established standards and expectations.
- ▶ Respond to student, parent/guardian, instructor, partner, and stakeholder inquiries in a timely and professional manner.
- ▶ Prepare, monitor, and support program-specific budgets, reports, schedules, and operational documentation.
- ▶ Identify and support process improvements that enhance the student experience, instructor support, and overall program efficiency.
- ▶ Work collaboratively with Continuing Studies, academic areas, registration, finance, and other college departments to support smooth program delivery.
- ▶ Support program evaluation, quality assurance activities, and reporting requirements related to program outcomes and delivery.
- ▶ Travel periodically to program delivery locations throughout Manitoba to support program operations, relationship-building, and quality assurance.

Qualifications:

- ▶ Degree or diploma in a relevant field; an equivalent combination of education and experience may be considered
- ▶ Experience in program coordination, project coordination, education administration, training delivery, or a related field.
- ▶ Experience in post-secondary administration
- ▶ Financial management experience
- ▶ Strong attention to detail and ability to maintain accurate records and documentation.
- ▶ Excellent communication, interpersonal, organizational, and problem-solving skills.
- ▶ Knowledge of Indigenous cultures in Manitoba
- ▶ Ability to manage multiple priorities, timelines, and stakeholder needs at the same time.
- ▶ Ability to work occasional evenings and weekends, as well as periodic travel
- ▶ In the spirit of the Truth and Reconciliation 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 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.

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.

For accommodations or alternative formats, contact 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.