



## **FIELD DIRECTOR Fort McMurray**

*CAREERS: The Next Generation is committed to the creation of strong, vibrant communities where youth develop their paths to career success. For over 20 years CAREERS has been working in Alberta communities linking workplace intern opportunities with classroom learning.*

We are seeking a full-time Field Director for the Fort McMurray area. In this role, you will link students to apprenticeship and intern opportunities with local industry. You will also increase awareness of students, parents, schools, employers and other community stakeholders regarding career opportunities. This is a full time opportunity.

### **Your responsibilities will include:**

- Manage a student internship program with over 150 youth; this includes employer recruitment, coordination of placements with schools and monitoring student progress.
- Liaise with employers to ensure sustainability and success of program.
- Establish and maintain positive working relationships with diverse stakeholders; including schools, educators, employers, employer associations and other partners.
- Engage youth in career discovery through workshop presentations.
- Identify specific community sector needs and resources; and develop action plans to implement CAREERS programs.
- Present information to individuals and groups as well as prepare presentation documents.
- Collaborate and assist CAREERS team members to produce results and promote CAREERS.

### **As Field Director, you will have the following attributes:**

- Exceptional time management, organization and coordination skills.
- Strong communications skills.
- Enthusiastic, energetic and able to engage youth, employers and educators.
- Results oriented with demonstrated ability to build partnerships.
- A self-starter with the ability to work independently and as a team member.
- Business Administration or Human Resources degree an asset.
- Strong working knowledge of Microsoft Excel, Word, databases and ability to track and report statistics.
- Experience with career coaching an asset.
- Satisfactory criminal and child welfare checks are required.

This position is ideal for someone who is detail oriented, customer service driven, and doesn't mind putting in some long days. A valid driver's license and reliable vehicle are required.

This opportunity is open until November 5, 2018. Please send your resume and cover letter to [HR@nextgen.org](mailto:HR@nextgen.org). We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.