



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 for a term ending in October 2020. 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.

Your responsibilities will include:

- Managing student internship programs in health services, trades, technology and forestry
- Establishing and maintain relationships & partnerships with schools, students, employers & stakeholders
- Engaging youth in career discovery through classroom workshop presentations
- Planning and executing career exploration events/academies– working with up to 50 - 1000 students
- Traveling to indigenous communities to bring career awareness and exploration related workshops to students; and network with other stakeholders
- Maintaining student records using existing database and Microsoft excel
- Identifying specific community sector needs and resources; and develop action plans to implement CAREERS programs
- Presenting information to individuals and groups as well as prepare presentation documents

As Field Director, you will have the following attributes:

- Exceptional time management, organization, coordination & communication skills.
- Enthusiastic, energetic and able to engage youth, employers and educators.
- Results oriented with demonstrated ability to build partnerships.
- Experience with career coaching and working with indigenous communities an asset.
- Highly motivated with the ability to work independently and as a team member.
- Strong working knowledge of Microsoft Excel, Word, databases and ability to track and report statistics.
- Business Administration or Human Resources degree an asset.
- Satisfactory criminal and child welfare checks are required.
- A valid driver's license and reliable vehicle are required.

This opportunity is open until a suitable candidate is found. Please send your resume and cover letter to HR@nextgen.org. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.