



FIELD DIRECTOR

CAREERS: The Next Generation is a student-focused, industry-driven community partnership that provides career AWARENESS, EXPLORATION and EXPERIENCE to enable Alberta students to discover a career passion in trades, technologies, health and professions in high demand.

We are seeking a part-time Field Director for the Whitecourt and area region. In this role, you will build relationships with local industry to increase awareness of the benefits of mentoring local youth and create opportunities for high school students to apprentice and intern in their companies. You will also build community capacity by providing student awareness presentations and internship support to schools.

We are offering a half time position with flexible working hours, the ability to work from home, a comprehensive benefits package and the opportunity to be part of a great team!

Primary Responsibilities

- Connect with new and existing employers regarding programs and internship opportunities.
- Establish and maintain positive, long term working relationships with diverse stakeholders; including employers, employer associations, students, parents, schools, educators, and other partners.
- Identify community sector needs and resources; and implement plans for CAREERS programs.
- Present the CAREERS' student awareness workshops to students throughout the schools in the region promoting all CAREERS' programs (RAP, Indigenous Youth Career Pathways, Health, and Dual Credit).
- Manage student internship programs including employer recruitment, coordination of placements with schools and monitoring student progress.
- Present information to individuals and groups.
- Collaborate with team members and assist with CAREERS events to produce results and promote CAREERS.

Skills and Qualifications

- Enthusiastic, energetic and able to engage with employer representatives - from supervisors to executive leadership.
- Results oriented sales history with a proven track record of success and demonstrated ability to build partnerships.
- Possess strong time management, organization and coordination skills.
- Self-starter with the ability to work independently and as a team member.
- Related experience and/or education in business, industry, education or career development.
- Active in community engagement, or community volunteerism, or service organizations.
- Strong user of Microsoft Excel, Word, databases and social media as a communication tool.
- Experienced and efficient at computer-based tracking of daily activities and calendar activities.
- Satisfactory criminal and child welfare checks are required.
- A valid driver's license and reliable vehicle are essential.
- Must reside within the Whitecourt or surrounding area and able to work from a home office.

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.