



## 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 full-time Field Director for the Calgary area. 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.

### Your responsibilities will include:

- Connect with new and existing employers regarding programs and internship opportunities.
- Manage student internship programs including employer recruitment, coordination of placements with schools and monitoring student progress.
- Establish and maintain positive, long term working relationships with diverse stakeholders; including employers, employer associations, students, parents, schools, educators, and other partners.
- 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).
- Identify community sector needs and resources; and implement plans for CAREERS programs.
- Present information to individuals and groups.
- Collaborate with team members and assist with CAREERS events to produce results and promote CAREERS.

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

- 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 and databases
- 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.

This opportunity is open until a suitable candidate is found. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. For more information on CAREERS: The Next Generation and our programs visit our website at [careersnextgen.ca](http://careersnextgen.ca) .