



## **Business Development Program Coordinator (Edmonton)**

The Program Coordinator for Business Development is dedicated to promoting the vision, mission, and values of CAREERS. You will be tasked with increasing the number of employers willing to introduce youth to rewarding careers through internship placements. Your relationship building skills combined with sales experience will ensure success.

### **Roles and Responsibilities**

- Establish a high volume of positive working relationships with diverse stakeholders, including employers, employer associations, and other partners.
- Be an ambassador and community-builder for CAREERS in the assigned region, maintaining high visibility in the region and proactively seeking opportunities to positively represent the organization, its mission, values, and guiding principles.
- Identify, attend, and when possible, present at networking events in the community that will drive deliverables.
- Identify employer specific hiring needs ensuring student intern qualification alignment.
- Meet or exceed weekly engagement targets including industry leads, cold calls, site visits etc.
- Track daily activity using CRM system and regularly report on sales targets.
- Communicate internship opportunities to Program Coordinators.
- Access internal and external labour market resources to inform strategy.

### **Skills and Competencies**

- Enthusiastic, energetic, and able to engage with employer representatives at all levels of an organization.
- Genuine curiosity to learn about stakeholder needs and interests.
- Ability to balance the needs of the organization with the priorities of the stakeholder.
- Possess strong time management, organization, and coordination skills.
- Demonstrated ability to take initiative and follow through on actions.
- Well-developed communication and presentation skills.
- Demonstrate a professional demeanor and appearance, as well as tact and diplomacy to portray the organization in a positive manner.

### **Qualifications**

- Results oriented sales history with a proven track record of success and demonstrated ability to build partnerships.
- Minimum 5 years sales experience supported by post-secondary education.
- Active in community engagement and/or community volunteerism is considered an asset.
- Experienced with Microsoft Office, Excel, Word, PowerPoint, customer relationship management software and other cloud-based technologies.
- Frequent travel throughout Edmonton and surrounding communities.
- Ability to attend evening networking events.



- Criminal and Child Welfare checks indicating no record of convictions and no intervention service records are required.
- A valid driver's license and reliable vehicle are essential.

Salary Range: \$64,000 –\$80,000

Applications will be accepted 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.

*CAREERS: The Next Generation is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents, and students to introduce youth to rewarding careers and develop the skilled workers of the future. We BELIEVE IN: Collaboration, Accountability, Innovation, Resolving Conflict, Demonstrating Leadership, Mutual Respect*