



Program Coordinator

(Calgary)

We are seeking a full-time Program Coordinator for Calgary and surrounding 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 build community engagement by providing student awareness presentations and internship support to schools.

Roles and Responsibilities

- Connect with new and existing employers regarding programs and internship opportunities specifically the Registered Apprenticeship Program (RAP) and Information and Communications Technology (ICT).
- Be an ambassador and community-builder for CAREERS in the assigned communities, maintaining high visibility and proactively seeking opportunities to positively represent the organization, its mission, values, and guiding principles.
- Establish and maintain positive, long-term working relationships with diverse stakeholders, including employers, employer associations, students, parents, schools, educators, Indigenous communities, and other partners.
- Identify community sector needs and resources; and implement plans for CAREERS programs.
- Present CAREERS programming to students, parents, and employers.
- Manage student internship programs including employer recruitment, coordination of placements with schools and maintaining the employer/student relationship.
- Collaborate with team members and assist with CAREERS events to produce results and promote CAREERS.
- Track daily activity using a customer relationship management database CRM system and regularly report on targets.
- Access internal and external labour market information to support internships.
- Navigate the steps to place interns by engaging with all parties and resolving concerns.

Skills and Abilities

- Enthusiastic and able to engage with employer representatives at all levels of an organization.
- Genuine curiosity to learn about stakeholder needs and interests.
- Demonstrated ability to take initiative and follow through on actions.
- Ability to balance the needs of the organization with the priorities of the stakeholder.
- Self-starter with the ability to work independently and as a team member.
- Possess strong time management, organization, and coordination skills.
- Well-developed communication and presentation skills.

Qualifications

- Minimum 5 years experience building business-to-business relationships supported by post-secondary education.
- Active in community engagement and/or community volunteerism an asset.
- Experience using Microsoft Excel, Word, and customer relationship management databases (CRM)
- Satisfactory criminal and child welfare checks are required.
- A valid driver's license and reliable vehicle are essential.



Salary Range: \$58,000 - \$76,000 per year

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.

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