

POSTING NOTICE

COMPETITION #: SC-158-2526

POSTING DATE: July 30, 2025

CLOSING DATE: August 11, 2025

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Coordinator, Business Development & Training (SERI)

CLASSIFICATION: Field

SALARY: Level 7, Non-Instructional Salary Grid

LOCATION: Melville, SK (Saskatchewan Emergency Response Institute)

START DATE: As soon as possible

HOURS OF WORK: 37.5 hours per week

STATUS: Permanent / Full-Time

IMMEDIATE SUPERVISOR: Vice President, Partnerships & Innovation

*Start date may vary slightly.

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

This position is primarily responsible for the research, development, sales, coordination, and evaluation of Corporate Training programs for the College. These programs may include brokered programs or programs developed to meet a specific need. The focus is to provide training solutions to business and industry clients, partners, communities and individuals. This position is responsible for the establishment and maintenance of partnerships such as with the Saskatchewan Public Safety Agency and with industry clients. The Coordinator, will represent the College on provincial, regional and local committees, as required. This position will supervise staff members associated with delivering programs.

JOB DUTIES AND RESPONSIBILITIES:

1. Program Planning, Promotion, and Coordination

- Participate in the planning process to assist in determining annual Continuing Education and Corporate Training program plans.
- Research new programs and training needs and assist in the development and implementation of new programs or the customization of existing programs.
- Network, build and maintain relationships with business and industry clients and implement creative training solutions among all sectors.
- Conduct effective needs identification processes with clients to determine appropriate training options to meet their training, succession planning, service, and business development needs.
- Prepare quotes and arrange for brokering or development of specific training requests.
- Develop, balance, coordinate and monitor program budgets and expenditures.
- Responsible for all program coordination, including ordering of materials and supplies and arranging necessary facilities and equipment.
- Negotiate and obtain price quotes from suppliers/partners.
- Participate in the recruitment and selection process for program staff as required.
- Assist in the marketing plan for program promotion; arrange for program advertising; ensure distribution of all required information to necessary staff.

2. Monitor Program Delivery

- Provide effective supervision of staff reporting to this position (if applicable), ensuring all staff receive ongoing orientation, evaluation, and support.
- Ensure high level of customer service to clients and coworkers.
- Resolve program issues as required.
- Participate in evaluating program effectiveness in meeting client and community/industry needs.
- Analyze and prepare timely oral and written reports as required.

3. Communications and Decision Making

- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public
- Refer specific training/educational requests to the appropriate college personnel.
- Participate in meetings and discussions with stakeholders as required.
- Participate in the team decision-making process: decisions will require creativity and some independent judgement.

4. Additional Duties

- This position will be required to travel on occasion; most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience

- The minimum educational qualification for this position is a bachelor's degree in business (or relevant equivalent) from a recognized institution. This education would typically provide knowledge in program development, project management, needs assessment, creative solutions techniques, budgeting, proposal writing, analytical and research skills.
- The minimum amount of practical, related, and recent experience required to perform the duties of this position is two years in a business environment.. This experience will demonstrate the skills required to negotiate with partners, deal with sensitive situations, organizational and time management skills, and supervisory skills.
- Demonstrated knowledge of sales and business processes.
- Demonstrated experience in risk taking and risk management.
- Demonstrated experience in managing multiple projects.
- Demonstrated experience in supervising staff and directing the workflow of staff.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, social media, and other applications.
- Demonstrated oral and written communications skills.
- Demonstrated effective customer service and public relations skills.
- Demonstrated interpersonal skills and the ability to work in a team.
- Demonstrated analytical and problem-solving skills.
- Demonstrated ability to facilitate groups with differing opinions, experience, and backgrounds.
- Demonstrated ability to analyze, conceptualize and synthesize needs and make recommendations.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Demonstrated familiarity with the tools and technologies that support working from home.

3. Other Requirements

- Valid Driver's license is required.
- Satisfactory Criminal Record Check Required