

POSTING NOTICE

COMPETITION #: SC-326-2627

POSTING DATE: October 9, 2026

CLOSING DATE: October 21, 2026

CLOSING TIME: 12:00 PM

POSTED: INTERNAL / EXTERNAL

POSITION TITLE: Coordinator, Community & Employment Programs

CLASSIFICATION: Field

SALARY: Level 7, Non-Instructional Salary Grid

LOCATION: Fort Qu'Appelle, SK or Melville, SK – to be determined based on the applicant

TERM: October 26, 2026 to May 14, 2027

HOURS: 1237.5 hours

STATUS: Temporary / Full-Time

IMMEDIATE SUPERVISOR: Erin Sobkow, Senior Coordinator, Community & Employment Programs

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

POSITION SUMMARY:

This position is primarily responsible for the innovative development, enhancement and delivery of Community and Employment Readiness workshops and programs to external clients. The Coordinator is responsible for the establishment and maintenance of partnerships to promote and develop Employability programming. This position is responsible for proposal writing and curriculum development and the supervision of staff associated with community & employment programs.

JOB DUTIES AND RESPONSIBILITIES:

1. Program Development and Delivery:

- Develop and deliver a variety of Community and Employment projects, programs, proposals, specialized services, and assessment services to college clients, with an emphasis on external clients such as employers, business and industry, other agencies, etc.
- Establish regional partnerships and business opportunities to promote and develop programming initiatives.
- Research new programs and training needs and assist in developing and implementing new programs.
- In collaboration with various college staff members, develop and recommend activities, policies and procedures, and resources to enhance services and service delivery.
- Work to set team objectives and work plans.
- Monitor budget expenditures, amend as required.
- Provide timely reports to supervisor or clients as required.
- Orientate, supervise, and evaluate program staff, verify and authorize staff time sheets and travel claims, and provide suggestions on staff work plans and professional development plans.
- Ensure college policies and Collective Bargaining Agreement are followed.
- Arrange for all necessary program/project coordination, ensuring all materials and supplies are ordered and are in place prior to the start of the program.
- Participate in the planning process to assist in determining College program plans.
- Participate in program or training negotiations with partners.
- Participate in the recruitment and selection process for program staff as required, ensuring posting and contract requests are forwarded to the administrative office as required.

- Assist in the marketing plan for program promotion; arrange for program advertising; ensure all required information is distributed to College staff.
 - Provide programming information to learners, training partners, and the general public through phone conversations, e-mail, fax, in-person meetings, and class visits.
 - Ensure that regular monitoring of programs occurs.
 - Monitor learner attendance and assist instructors in resolving conflicts and implementing the disciplinary process; refer complex situations to the supervisor.
 - Participate in evaluating program effectiveness in meeting community/industry needs
 - Address program issues as required, informing & consulting with the supervisor for more complex issues
2. Communications and Public Relations:
- Liaise with external agencies, partners, stakeholders, and represent the College on committees as assigned.
 - Create new external client relationships to ensure continued and ongoing delivery of programming.
 - Contribute to the overall College marketing and communications plans and promote the College in the region as a provider of quality education and training programs.
3. General Advising:
- Communicate effectively and cooperatively with staff, learners, potential clients, other agencies, organizations, stakeholders, institutes, and the general public.
 - Assist clients in setting personal, educational, career, employment and training goals, and in developing the necessary skills for effective learning, growth and career planning.
 - Provide individual confidential advising and referral services to clients and learners regarding personal needs, career/educational development, training opportunities and job search activities.
 - Work closely with other agencies and training institutions to serve mutual clients in an integrated approach.
 - Maintain client records and statistical data as required.
 - Perform learner/client follow up as directed.
 - Administer and interpret a variety of tests to determine the skills, interests, aptitudes, and abilities of clients.
4. Additional Duties
- Other duties as assigned.

QUALIFICATIONS:

1. Education & Experience
- The minimum educational qualification for this position is a relevant bachelor's degree from a recognized institution. This education would provide knowledge and specialized skills in project management, community-based programming, as well as analytical and critical thinking, and research skills.
 - The minimum amount of practical, related experience required to perform the duties of this position is two years of recent, related experience in providing educational services and support to learners, clients and employers. The experience demonstrated will include experience in project development, facilitation, project management, facilitation, partnership development, adult education and/or other related areas.
 - Demonstrated experience in supervising staff and directing the workflow of staff.
 - Demonstrated experience working in a cross-cultural environment.
2. Knowledge, Skills & Abilities
- Demonstrated knowledge of Essential & Employability Skills/Skills for Success.
 - Knowledge of the adult education system, adult learning needs, and a number of testing and assessment tools and their interpretation.
 - Knowledge of regional Indigenous population and community resources.
 - Demonstrated effective communication skills, including written and oral.

- Demonstrated effective public relations skills and presentation.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Demonstrated interpersonal skills with the ability to engage clients and to work well with a variety of people.
- Demonstrated ability to relate to adult learners and their concerns.
- Demonstrated skills in mediation and conflict resolution.
- Demonstrated facilitation skills.
- Demonstrated ability of proposal writing along with budget development and maintenance.
- Demonstrated skills in working in a collaborative team setting.
- Demonstrated proficiency in the use of computer applications, specifically in the use of the internet, email, word processing, spreadsheets, and web based applications.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to adapt to changing circumstances.
- Excellent organizational and time management skills.
- 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.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working from home if needed.

3. Other Requirements

- Valid Saskatchewan Driver's license is required
- Satisfactory Criminal Record Check is required
- Regional travel is required