

Job Title: Workforce Development Specialist

Range: \$2406.62- \$3330.73 semi-monthly

Term: Term position starting as soon as possible – July 31, 2020

Location: Saskatoon office

Tourism Saskatchewan is seeking an organized, self-motivated individual to fill the term position of Workforce Development Specialist. Under direction of the Workforce Development Consultants, this position has the primary responsibility to ensure the delivery of client products and services, working with internal teams and external trainers, facilitators and employers. This position is also responsible the logistical requirements of program delivery, and providing support to the Workforce Development Consultants.

Reporting to the Workforce Development Consultants, the duties of this position are:

- Responsible for the delivery execution of client products through the use of trainers and facilitators.
- Deliver pilot programs to allow for change, improvements, and enhancements prior to full product launch.
- Perform job coaching and mentoring to program participants.
- Develop guidelines and outline for projects and modify materials, as required, and provide quotes to clients.
- Assist in development and management of project budgets.
- Identify funding partners and assist in the completion of appropriate proposals and applications.
- Recruit committee members for various projects and programs as needed.
- Co-ordinate meetings and involvement of committees' members.
- Assist with public relations of projects as required.
- Assist with program participant selection.
- Process successful applicants, trainers and training sites/facilities.
- Track workshops and participants as required.
- Monitor progress of trainees, trainers and employers regularly.
- Evaluate results of project on an ongoing basis and adjust as required.
- Report monthly on project status and financial reports.
- Provide support to the Workforce Development Consultants, Director or Executive Director.
- Promote relevant lines of business and client offerings available through STEC to customers.
- Use systems to track program and/or participant progress.
- Perform other duties incidental to the work described herein.

The knowledge, skills and abilities required for this position are:

- Post-secondary education and demonstrated experience in working with clients who have multiple barriers.
- Experience in the tourism/hospitality an asset with proven ability to serve in a consulting/advisory capacity.
- Must have previous program management experience.
- Must have a valid driver's licence.
- Must have a demonstrated ability to carry out thoughtful, appropriate and immediate case management. [Case management is defined by Human Resources and Skills Development Canada as coordinate action plan activities and ensure participants are ready for the next intervention, mentoring and supporting participant progress, adjusting action plan as required, closing action plan and documenting outcomes and conducting follow-up. Case management includes addressing real life issues such as addictions, childcare and other family difficulties.]
- Demonstrated strong organizational, planning, and time management skills and the ability to multi-task and prioritize while working in a team environment.
- Must have investigative skills to research and solve complex problems.
- Must display empathy and compassion in an authentic manner.
- Must be able to work independently.
- Strong interpersonal skills including cultural sensitivities.
- Must be customer service focused.
- Excellent communication skills both written and verbal, including presentation skills.
- Creative approaches to challenges.
- Must be self-motivated, demonstrate initiative and be flexible.
- Good negotiation skills.
- Demonstrated ability in use of current computer applications and office equipment.
- Will involve evening and weekend work as well as extensive travel with overnight stays.

Please submit your resume by 5:00 p.m. on Wednesday, August 28, 2019 to:

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