



DOUGLAS COLLEGE

If loving what you do and being good at it is your definition of a great career
...welcome to Douglas

CAREER OPPORTUNITY

Coordinator –Special Projects & Short Term Training

1 Position - Coquitlam

Competition Number 2012-010T

Douglas College is a degree-granting college emphasizing personal and career growth through academic exploration. Our vision is to be the largest and most progressive baccalaureate degree-granting college in British Columbia. We believe the definition of a good career is loving what you do and being good at it. Here, we'll help you uncover new passions, new strengths and new dreams. We'll push you to be better and give you the support to learn, grow and become what you've always wanted to be.

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The Role

The Coordinator contributes to the success of Douglas College and its community of life-long learners and will be responsible for coordinating vocational and industry training projects for The Training Group. Receiving direction from the Community and Contract Services Programmer (CCSP), a client-centered service focus is essential for this role.

To be successful in this role you will need:

- A strong attention to detail with the ability to establish priorities, work to deadlines, and maintain well documented records.
- To be skilled at being able to develop collaborative working relationships with clients, community and stakeholders.
- To be committed to providing quality service, be a good team player and have the ability to multi-task.
- A proven ability to analyze and interpret data to ensure that contractual obligations are met.
- To identify, research and develop customized training projects that focus on identified labour market needs.
- Strong proposal writing skills, including budget preparation.
- To design and oversee curriculum development to ensure program content is relevant and desired in the labour market.
- Strong computer skills such as Microsoft Office at an intermediate level, LiveMeeting and proven ability to perform Database entry and research information via the Internet.
- The ability to communicate effectively in English both verbally and written.
- Effective interpersonal skills and the ability to work with specialized populations.
- A demonstrated ability to:
 - prepare proposals to secure funding for new initiatives.
 - exhibit respect for clients, client diversity, and community partners.



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- have personal integrity, initiative, and commitment to professional development.
- work effectively as part of an interdisciplinary team in the design, development and delivery of services to ensure program outcomes are met.
- develop, review, evaluate and improve training programs.
- engage learners to make the learning personally relevant.
- be adaptable in your approach by adjusting to changes in service delivery models, labour market or participant trends.
- A willingness to work a flexible work schedule.
- Access to a vehicle and hold a valid BC Driver's license or have reliable alternative transportation.
- Multilingual capacity, an asset.

Required Qualifications:

- Bachelor's degree or equivalent combination of education, training and program development experience.
- Minimum three (3) years' of experience coordinating programs in a cost recovery, contract training environment.
- Knowledge of:
 - BC's industry training authority and other professional regulatory organizations
 - the new Employment Program of BC and its mandate.
 - local, regional and provincial labour market trends.
 - BC's public, post-secondary system, industry training and professional credentialing organizations.

Desired Qualifications:

- Provincial Instructors Diploma.
- Essential Skills.

Work Arrangements

This temporary full-time contract position (35 hours per week) is available for the anticipated period of April 1, 2012 to March 31, 2013. The primary place of work will be the David Lam Coquitlam campus. A commitment to being able to travel to, and work at multiple locations, including off campus sites throughout the lower mainland is required.

What Douglas Offers

Douglas is one of the best places in Canada to help you do the work you love – and be good at it. Our open supportive atmosphere, excellent salary/benefits package, access to fitness and daycare facilities, and opportunities for professional development are just a few of the reasons you want to work here.

A review of applications will begin after February 24, 2012.

We wish to thank all applicants for their interest. Only those applicants selected for further consideration will be contacted.