



Project Coordinator - plan, coordinate and deliver a new program called *Essential Skills for Atlantic Fisheries*. This project will address workforce challenges in the fisheries sector through the development and testing of workplace essential fisheries skills training pilots.

Salary: Commensurate with experience

Contract Term: May 7th, 2018 – October 30, 2020

Benefits:

- Training and support provided
- Cell phone provided
- Travel reimbursement provided

About the Program

The Program has two goals:

1. to increase the literacy and essential skills of individuals living in rural coastal communities who are unemployed.
2. to increase the essential skills of supervisors and middle-managers to become workplace essential skills mentors.

The Program partners are:

- Literacy Coalition of New Brunswick (LCNB),
- Literacy Nova Scotia (LNS)
- Prince Edward Island Literacy Alliance (PEILA).
- NL Laubach Literacy Council (NLLLC)

Job Description

The key activities of the Program Coordinator:

- Build relationships between various stakeholders
- Reach out to the community to find unemployed individuals
- Identify employers in the Fishing Sector interested in taking part in this Program
- Connect job-seekers to employers in the fishing sector

Duties and Responsibilities

- Report directly to the Executive Director of the Newfoundland and Labrador Laubach Literacy Council;

- Recruit employers in the fisheries sector to participate in Workplace Essential Skills training pilots; and build commitment with selected employers to identify supervisors/managers to be trained as workplace essential skills mentors;
- Utilize a variety of outreach strategies to locate and connect to employers with job vacancies, unemployed individuals seeking employment and community stakeholders within the designated rural communities;
- Establish and maintain partnerships with local government agencies, community organizations and industry stakeholders;
- Establish Community Advisory Groups in designated rural communities to help identify sector needs and recruit employers and project participants;
- Conduct workplace needs assessments with participating employers and identify occupations that job-seekers will enter;
- Identify the Workplace Essential Skills tasks required for these occupations. Examine existing Essential Skills Profiles and if profiles are not available, customize/create profiles;
- Link job-seekers to available jobs in the fisheries sector;
- Confirm number of training sessions/pilots, coordinate enrollments and employer communications, training site locations, logistics & schedules;
- Work in collaboration with the program Trainer;
- Implement pilots and adjust program based on pilot results and feedback from employers, participants and program Trainer; and
- Ensure accurate collection of data relating to the program and individual outcomes is recorded, analyzed and reported, capture business impact/workplace program results, and being able to report on results and efforts in a timely way to the NLLLC and LCNB.

Qualifications

- Bachelor's degree in Business, Human Resources, Adult Education or relevant field with 2 years experience in program coordination or an equivalent education and experience;
- Strong outreach, organizational and team work skills;
- Proficiency in Microsoft Office, with strong working knowledge of Excel (Database management an asset);
- Excellent oral and written communication and time management skills;
- Work independently, with limited direction and supervision;
- Valid driver's license and unlimited access to a reliable vehicle; and
- Knowledge of literacy and essential skills and the challenges in the fisheries sector an asset.

Physical Demands and Conditions

- May need to work from home;
- Combination of office administration work, outreach activities, meeting organization and employer visits;
- Need to travel (can be 25-40% of time and can vary depending on the pilot sites within the province);
- May require some evening meetings; and
- Must participate in out-of-province orientation and training session