



Nova Scotia
Construction Sector Council
Industrial ~ Commercial ~ Institutional

Location: Halifax, NS
Job Title: Training Coordinator – Full Time
Start Date: Immediately

Position Summary

Are you an exceptional communicator? Do you thrive on delivering new and innovative ideas? Are you community-minded? Can you coordinate large groups of participants while focusing on business/project needs? If so, this position may be ideal for you.

The Nova Scotia Construction Sector Council (NSCSC) has an immediate opening for an organized, knowledgeable and experienced Training Coordinator, with excellent interpersonal skills, to take on this dynamic and innovative role. Reporting to the Training Manager, and working with a Training Coordinator for Cape Breton and other project staff, this Coordinator will be part of an innovative team developing a 'pilot' project aimed at delivering industry-based training. Specifically, this position is responsible for coordinating and facilitating industry training programs that support forecasted construction work in Nova Scotia.

Main Duties & Responsibilities

This position will perform the following day-to-day tasks (including but not limited to):

- Coordinate and facilitate all aspects of training delivery for 7-9 training programs including: the sequencing of training, instructors, location, participants, etc.;
- Recruit and select individuals for training programs to be delivered in the region with a focus to attract participants from traditionally underrepresented groups;
- Provide information on career pathways to interested participants;
- Work with community members and partners to coordinate and promote training opportunities for those starting or continuing a career in skilled trades;
- Monitor, track, evaluate and report on the state of the training facilities, participant progress, training format, training expenses, industry participation, etc. and maintain complete records for each program delivery;
- Ensure resources and supports for the successful completion of programs are available (tools, materials, supplies, support-services, etc.)
- Work with communities to identify and address challenges and barriers to participating in training;
- Align supports to participants including, if eligible/available, living allowances (e.g. childcare, travel, etc.) tutoring, for the duration of each training program
- Facilitate, in partnership with the Department of Labour and Advanced Education and the Nova Scotia Apprenticeship Agency, prior learning assessments for individuals; and

- Review/develop curriculum materials and, if identified, schedule and deliver additional training (such as: essential skills, pre-requisite learning, etc.).

Other:

- Related duties as required to support NSCSC programs, projects and initiatives

The ideal candidate will have the following knowledge, skills, abilities, and personal attributes:

- Applicable education and/or professional experience in a related field
- Experience recruiting individuals for training programs and working with underrepresented groups
- Outstanding communication skills (written and verbal)
- Experience with curriculum development and the delivery of training
- Exceptional organizational and multitasking skills with excellent attention to detail
- Strong interpersonal skills with emphasis on listening, empathy, understanding perspectives, leadership, mediation and customer service
- Experience facilitating meetings and building relationships face-to-face, on the phone and virtually
- Bilingual (reading, writing and speaking) in French will be considered an asset
- Experience with and/or knowledge of the construction industry is an asset
- Professional demeanour and the ability to interact courteously with partners, colleagues, industry representatives, government representatives, etc.
- Flexibility to adapt to changes in program requirements, scheduling, and deliverables; troubleshooting and evaluating alternate methods where necessary
- The ability to work independently and as part of a larger team
- Proficiency with MS Office 365, including: Word, Excel, PowerPoint, Teams, etc.
- Able to obtain a clear criminal record check
- Valid driver's license and own transportation
- Individual must be able to meet physical demands as required, including (but not limited to): lifting/pushing/pulling of approximately 50 lbs, bending, standing for extended periods, and walking for extended periods

Work Environment

Primarily a small office environment located in Halifax with travel throughout Nova Scotia as necessary for program delivery, recruitment activities, meetings, etc., as required.

Hours of Work

Full-time – typically 8:30 AM – 4:30 PM (Monday to Friday)

Overnight travel and some evening and weekend work may be required.

Remuneration: Based on experience and education

To Apply: Please send your résumé and cover letter to Gerald Walsh Associates Inc. at apply@geraldwalsh.com. Please quote the appropriate project number in the subject line.

Only those selected for interview will be contacted. The interview process will include discussion/review of candidate's relevant work samples or portfolio where available.

For additional information, please contact the NSCSC at 902-832-4761.

The NSCSC is an equal opportunity employer. Please feel free to disclose if you are a member of an underrepresented group including, but not limited to: Indigenous Peoples, African decent, new Canadian/Immigrant, etc.

About the Organization:

The Nova Scotia Construction Sector Council (NSCSC) is a not-for-profit organization established to communicate and consult with the Industrial, Commercial, and Institutional (ICI) construction sector on matters relating to human resource planning, research and skills development.