



Women in Trades Training Special Project Coordinator

ABOUT THE POSITION

ITA has an exciting opportunity for a strategic relationship builder and an effective project organizer who is passionate about gender equality and making a difference!

The Women in Trades Training Special Project Coordinator will provide a key role in planning, organizing and overseeing initiatives to Attract, Train and Retain Women in Construction. This position will be responsible for leading and ensuring project objectives are successfully met within the allocated timeframe.

This is a temporary, full time contract for approximately 24 months.

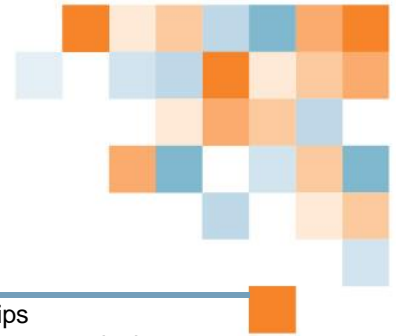
The position has no direct reports and will report to the Manager, Equity Trades Program.

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca.

RESPONSIBILITIES/ACCOUNTABILITIES

- **Program Support**
 - Oversees and coordinates a variety of initiatives related to Attract, Train and Retain Women in Construction Trades project and other related Women in Trades Training activities
 - Works closely with the Manager in the development, deployment, ongoing monitoring and actioning of all project activities
 - Works closely with training providers, internal and external stakeholders as the main point of contact
 - Reports on project progress and tracks expenditures
 - Develops training provider engagement and communication strategies
- **Events Coordination**
 - Leads full cycle of event planning to attain project objectives
 - Plans, organizes and coordinates all networking and sustainability meetings/events for Women in Construction Trades project
 - Works collaboratively with Communications department in aligning with ITA communications protocols and other related activities
 - Prepares all materials for presentations
 - Conducts event evaluations and seeks ways to improve
- **Data and Administrative Support**
 - Provides all project administrative support
 - Arranges meetings, venues and equipment as required
 - Creates and maintains documentation including preparing, monitoring and updating reports required to fulfill program objectives
 - Develops and maintains reports, document tracking and recording systems which will include budget and expenditure tracking and claims
 - Oversees procurement and contracts in relation to project initiatives



EDUCATION/EXPERIENCE

- 5+ years demonstrated ability to develop and maintain strong stakeholder relationships
- Experience in working with equity seeking groups in employment related programming or equivalent
- Ability to influence and collaborate
- Excellent written and verbal communication
- Knowledge and experience in the following considered assets:
 - Women facing barriers to employment in under-represented working conditions
 - Indigenous peoples' needs, issues and barriers
 - Awareness of Canadian Truth and Reconciliation Commission of Canada

WHO WE ARE

The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.



COMPENSATION

Annual Salary Band 4: \$57,700 - \$72,250

Salary to commensurate with experience. The ITA offers a highly competitive benefits package and perks which include:

- Flexible working schedule, floater days, and a 37.5 hour work week.
- Eligible for pension contributions.
- Healthy Living Program, In-house Gym
- Extensive Extended Health and Dental Plans that are 100% employer paid

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email and we ask for no phone calls please. Due to the high number of applications the ITA receives, only applicants who are selected for an interview will be contacted. Recruitment for this role may be subject to a background check. We sincerely thank all applicants for their interest in the ITA.