COORDINATOR, STUDENT & COMMUNITY ENGAGEMENT

THE JOB:

The Coordinator, Student & Community Engagement is responsible for the administration, coordination, planning and preparation of student recruitment, retention, and liaison strategies, and with the outreach and participation at community events and initiatives to support the profession and practice of applied science and engineering technology. Reporting to the Director, Professional Practice and Business Development, the Coordinator, Student & Community Engagement will execute strategies for the intake of qualified technology students from various regional colleges and institutions in BC and coordinate marketing, administration, design and delivery of outreach programs while establishing and maintaining working relationships with a wide variety of community stakeholders through participation in community events.

Primary Duties and Responsibilities:

- Represent as organization liaison and create engagement with educational administrators, institutes and community groups to develop and promote relationship building.
- Assist with the development of strategies that contribute to the growth and alignment of organizational branding and goals.
- Network and give presentations to educational and other community groups to enhance career development and professionalism and to promote value proposition.
- Coordinate and attend conferences, trade shows, career and educational events. Recruit and coordinate volunteer assistance when required.
- Collaborate with internal stakeholders to create, package, monitor, and distribute resource materials for student recruitment, retention, and community programs.
- Analyze, track success metrics, and evaluate trends in programs and initiatives.
- Support the execution and implementation of programs and projects.

WHO YOU ARE:

The ideal candidate will have the following qualifications:

- 3-5 years of related experience including community/industry engagement, program development, relationship management, marketing and communication.
- Post-secondary diploma or degree in Business, Marketing and/or Management related discipline.
- Excellent planning, organizational, and time-management skills.
- Excellent interpersonal and communication skills.
- Strong ability in public speaking and delivering presentations.
- Strong decision making, analytical, problem-solving, and research skills.
- Ability to build relationships and facilitate collaboration between diverse groups.
- Ability to set priorities and meet desired program outcomes.
- Ability to work well independently and collaboratively in a team environment.
- Ability to professionally and effectively resolve internal and external conflicts and concerns related to program matters.
- Proficiency in MS Office, CRM database and online or multimedia technologies
- Ability to work occasional evenings and weekends throughout the year.
- A valid BC Driver’s License and access to a vehicle.
WHO WE ARE:

ASTTBC was established in 1958 and is a regulatory organization that serves to maintain, improve and increase the knowledge, ability and competence of technologists, technicians and technical specialists; regulating the standards of practice, required competencies in order to protect the public interest.

In BC, technologists, technicians and technical specialists contribute $6 billion to the economy. These professionals include engineering technologists and technicians in eighteen disciplines and ten technical specialties in the broad field of applied science. With over 10,000 members, ASTTBC is the 9th largest professional regulatory organization in BC.

By holding ourselves to higher standards of competencies, innovation, collaboration, and accountability, we're helping to build a vibrant healthy future for British Columbians.

WE OFFER:

- Competitive remuneration
- Comprehensive benefit package
- Flexible and balanced working environment
- Working with a great group of people who are invested in the organization
- An inclusive and respectful workplace where people are appreciated.

TO APPLY:

Please send your cover letter and resume to Human Resources at hr@asttbc.org. Closing date is April 6, 2020 or until filled.

Please note the selected candidate will be required to submit to a criminal record check.

ASTTBC thanks all applicants for their interest, however, only those selected for an interview will be notified.