



**CBTU SMCC**

CANADA'S BUILDING TRADES UNIONS  
LES SYNDICATS DES MÉTIERS DE LA CONSTRUCTION DU CANADA  
Value on Display. Every Day. Valeur sûre à tous les jours.

## **CBTU Apprenticeship Services Program Diversity Liaison-Atlantic Canada**

### **POSITION SUMMARY**

Want to be a part of an exciting new initiative in Canada?

Canada's Building Trades Unions is looking for a full time Diversity Liaison to support the execution of the deliverables and objectives for a federally funded project under Employment and Social Development Canada; the project primary objectives are to support small and medium enterprises (SMEs) to hire 4000 first year Red Seal apprentices with a focus on underrepresented groups; and to provide the necessary training and employment supports to ensure successful apprenticeship completion rates in the skilled construction trades.

The Diversity Liaison will work closely with various community organizations and programs that work to recruit and retain underrepresented groups to the construction industry by leveraging and supporting existing programs to help employer partners meet diversity targets, support apprentices to ensure completion rates, and take a regionalized approach to work closely with stakeholders locally.

Canada's Building Trades Union/Les Syndicats des métiers de la construction du Canada is an affiliation of 14 construction trades unions representing 600,000 craftworkers from coast to coast. Since 1908 CBTU/SMCC and our members have built the roads, bridges, hospitals, schools and factories that fuel the economic prosperity of all Canadians. Our contractors and members are the folks that keep your house warm in the winter and cool in the summer. We deliver value. Every Day

The individual in this position will work under the direction of the Program Director, Project Manager and the Director of Operations, to assist in the registration of individuals from equity deserving groups into apprenticeship programs.

### **KEY RESPONSIBILITIES**

**Overall Regional Coordination:** Working closely with the Project Manager, Regional Coordinator and community programs to help coordinate and register apprentices from equity deserving groups through SME's;

**Stakeholder Engagement and Partnerships:** Engage and collaborate with various initiatives to recruit and retain individuals from equity deserving groups to provide the incentive to participating SME's; build strong relationships and partnerships with employers, and other community partners.

**Remote Travel:** This position will require some travel to remote areas to engage with Indigenous communities and build partnerships to support employers by providing training, supports and incentives to SME's in the recruitment of first year



**CBTU SMCC**

CANADA'S BUILDING TRADES UNIONS  
LES SYNDICATS DES MÉTIERS DE LA CONSTRUCTION DU CANADA  
Value on Display. Every Day. Valeur sûre à tous les jours.

apprentices. The successful candidate will also be required to spend one week per month in Ottawa for the duration of the project.

## **QUALIFICATIONS**

### **Education and Experience**

- Post-secondary education in a related discipline is highly desirable (project coordination, administration, social sciences, non profit, business).
- At least 5 years of experience in a similar role - project coordination, communication, working with equity deserving groups, non profit, advocacy
- Knowledge of or experience in the construction industry including the construction building trades and apprenticeship system in Canada is an asset.
- Knowledge of the extensive barriers of equity deserving groups in Canada and solutions to these barriers.
- Extensive experience in partnering and developing relationships with people/stakeholders.

### **Knowledge, Skills and Attributes**

- Strong project coordination skills
- Strong computer skills and ability to use Microsoft Office applications (i.e. Word, Excel, Power Point, Outlook)
- Familiarity with project management software (MS Project or equivalent).
- Excellent interpersonal communication and interpersonal relationship skills.
- Strong organizational and time management skills.
- Demonstrated ability to effectively prioritize workflow, set priorities and multi-task.
- Experience in coordinating events - coordinating stakeholder information sessions, networking events, round table discussions, conferences, advisory group meetings and conferences.
- Ability to work diplomatically and independently in a challenging team environment.
- High standards of ethics and confidentiality.
- Ability to exercise judgement, show initiative and be proactive as part of a team.
- Bilingualism in French and English is strongly desired



**CBTU SMCC**

CANADA'S BUILDING TRADES UNIONS  
LES SYNDICATS DES MÉTIERS DE LA CONSTRUCTION DU CANADA  
Value on Display. Every Day. Valeur sûre à tous les jours.

**LOCATION: Atlantic Canada**

**COMPENSATION AND TERMS**

This is a fixed term employment position expiring in March of 2024.

**Salary:** Commensurate with experience

**Closing Date:** July 31, 2022

To apply for this position, please forward cover letters and resumes to:

Kelly Ackerl

Human Resources Manager, Apprenticeship Services Program

Canadian Building Trades Unions

[kackerl@buildingtrades.ca](mailto:kackerl@buildingtrades.ca)

To get a better understanding of Canada's Building Trades Unions/Les Syndicats des métiers de la construction du Canada visit [www.buildingtrades.ca](http://www.buildingtrades.ca)

*CBTU is committed to ensuring a diverse and inclusive workforce through equitable participation of persons from diverse groups. All applicants who are members of an employment equity group are invited to self identify.*