



**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 Regional Coordinator-Prairies Canada**

### **POSITION SUMMARY**

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

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

The position will require to work remotely, in the field and other travel as required.

Canada's Building Trades Unions is looking for a full time Regional Coordinator 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 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 various skilled trades.

The Regional Coordinator will work closely with employer partners, 14 affiliated unions, representing 60 different Red Seal trades and our union contractors in the Industrial, Commercial, and Institutional (ICI) sector to recruit and support the hiring of first-year apprentices for this project; and will work closely with the Diversity Liaisons to leverage existing community 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 coordination of project activities.

### **KEY RESPONSIBILITIES**

**Overall Regional Coordination:** Working closely with the Project Manager and Diversity Liaison to register apprentices through SME's, other coordination duties as assigned to support the project staff and overall project objectives;

**Stakeholder Engagement:** Participate in and facilitate related meetings and events to increase stakeholder engagement; manage and execute the various recruitment activities and employer supports.



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**Communication and Reporting:** Prepare written correspondence including memos and letters, invitations and meeting agendas; support preparation of various reports; communicate with stakeholders and partners on the project objectives and activities; sharing project related information and materials with stakeholders;

**Meeting Coordination and Facilitations:** Coordinate and schedule regional meetings and information sessions with partner committees and stakeholders; coordinate project roll outs and delivery;

## QUALIFICATIONS

### Education and Experience

- Post-secondary education in a related discipline is highly desirable (project coordination, administration, social sciences, business).
- At least 5 years of experience in a similar role - project coordination, communication, administration, reporting.
- Knowledge of or experience in the construction industry including the construction building trades and apprenticeship system in Canada is an asset.
- 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 work flow, set priorities and multi-task.
- Experience in coordinating and facilitating events - coordinating stakeholder information sessions, networking events, round table discussions, virtual events, advisory group meetings and information sessions.
- 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



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**LOCATION:** Prairies

**TRAVEL:** The person in this position will be expected to travel regularly.

**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  
Canada's Building Trades  
Unions (CBTU) Apprenticeship Services Program  
[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.*