



Project Plan Implementation Coordinator (Business Development Coordinator)

Location: NL Workforce Innovation Centre, Corner Brook Campus

Job Opening ID: 14462

Temporary, Full-Time

Commencing: As soon as possible until March 31, 2025

Deadline to Apply: February 17, 2023

EXTERNAL POSTING

DUTIES: The Project Plan Implementation Coordinator is responsible for developing and coordinating the implementation of detailed project plans based on the action plans developed by the Regional Workforce Development Committees as part of the Rounds of the Action Planning Framework. This position will report to the Newfoundland and Labrador Workforce Innovation Centre (NLWIC)'s Director and will collaborate with the NLWIC Program Lead, Stakeholder Engagement and the Workforce Development and Engagement Coordinator as an active member of the NLWIC Action Team, in consultation with IPGS. The Project Plan Implementation Coordinator will prepare detailed project plans; coordinate and execute the implementation of the approved regional and/or provincial detailed project plans in collaboration with NLWIC, IPGS, and other government departments and external partners; oversee resourcing, including the development of the requirements for internal and/or external procurement processes; develop, implement, and report on quarterly workplans developed in consultation with the Program Lead and submit to the Director; and work with the Workforce Development and Engagement Coordinator and the RWDCs to inform and obtain feedback on the detailed project plans and the implementation. Other related duties as required.

QUALIFICATIONS: Candidates must have knowledge of business development, proposal development, labour market issues and trends, and event/project planning and coordination. Knowledge of Newfoundland and Labrador's economy and labour market stakeholders is also required. Candidates must also demonstrate knowledge of the MS Office Suite Applications and virtual platforms including MS Teams and Skype. Effective communication skills and the ability to work both independently and within a team environment is essential. This position also requires that candidates possess effective organizational and planning skills with the ability to prioritize tasks. Candidates must also be able to establish and maintain effective working relationships with both internal stakeholders and a broad range of labour market stakeholders. Qualifications for this position are acquired through completion of an undergraduate Degree in Business or Social Sciences combined with related experience in project/event planning and implementation of engagement activities. An equivalent combination of education and/or experience may be considered.

SALARY: CG-39 - \$66,375.40 to \$74,274.20 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca/careers. Verification of credentials/transcripts and the names and contact information of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Diane Grandy, Human Resources Consultant at diane.grandy@cna.nl.ca or by phone at (709) 758-7234.