Workforce Development Program Administrator

Reports To: Director, Workforce Development  
Location: Winnipeg, Manitoba  
Travel: Slight, based on program requirements  

Position Summary: The Workforce Development Program Administrator will provide administrative support to key business functions in the Manitoba Division. With direction provided by the Director of Workforce Development the incumbent will assist in organizing, scheduling, and communicating with members, both internal and external stakeholders on issues, events and program initiatives and deliverables.

Duties and Responsibilities:
• Organize and schedule meetings and appointments, including online registration, Zoom tech support and in person support;
• Collaborate with the Marketing and Communications teams, compiling photos and information on WD activities for external communications;
• Support the WD team through participation at career fairs and various youth initiatives including the assembly and distribution of activity kits and career viewbooks;
• Manage the Workforce Development email account;
• Prepare and coordinate supporting materials for the Workforce Development program;
• Update and maintain program records;
• Produce and distribute correspondence memos, letters and forms related to the program;
• Oversee asset management of WD materials;
• Assist in the preparation and coordination of regularly schedule reports;
• Maintain an organized and efficient filing system of records;
• Perform project-based work when needed;
• Other duties as assigned.

Qualifications:
• Post-Secondary Degree or Diploma in a related field or years of related experience (Business Administration, etc.);
• Minimum of 2 years’ experience in an administrative role handling multiple responsibilities at a time;
• Excellent oral and written communication skills;
• Strong organizational skills and the ability to manage multiple responsibilities and deadlines;
• Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook);
• Excellent interpersonal skills and ability to build relationships with stakeholders;
• Self-starter with an ability to work both independently and as part of a team;
• Navigate situations with professional tact, composure, and poise;
• Ability to prioritize work and meet deadlines;
• Strong attention to detail and time management skills;
• Experience working within an association or member/client engagement setting would be considered an asset;
• Manufacturing experience an asset.