



Industry Relations Coordinator (Permanent, Full Time)

ABOUT THE POSITION

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



The Industry Relations Coordinator within the Industry Relations team provides support for the whole team. This position should demonstrate a high level of competence in administrative support, customer service, documentation and tracking, and written and verbal communication. This role requires outstanding organizational skills to work with a professional team engaging with industry stakeholders at the most senior level and possess strong relationship skills, when supporting the industry team in their relationship-building efforts.

In addition to supporting the Industry Relations department, the Coordinator will also be working closely with the Manager, Communications and assist in event-related and administrative tasks with the Communications department when needed.

This position will require the Coordinator to develop a strong understanding of ITA policies and procedures and customer support processes. This role will support the Manager, Industry Relations but will also need to develop and maintain strong relationships with all internal departments to ensure that ITA fulfills its customer service mandate within established policies and guidelines.

This is a full time, permanent role in our Industry Relations department. Reporting to the Manager, Industry Relations. This position may require occasional travel.

Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca.

RESPONSIBILITIES/ACCOUNTABILITIES

Leadership and Advisor Support: Provides support to the Industry Relations team and industry stakeholders

- Provides support to Industry Relations team with organizing Sector Advisory Group meetings, including capture meeting notes and distributing to the Industry Relations team
- Ensures inquiries from ITA staff, stakeholders, and sponsors are addressed in a timely manner.



- Provides CRM support for Industry Relations team.
- Provide any additional support for all Industry Relations workshops, webinars, teleconferences when needed.
- Compiles reports on industry information and intelligence to be shared with senior leadership

Administrative Support: Prepares, monitors, distributes and updates reports and projects required to fulfill program objectives

- Assists in planning and organizing events, event registration and travel requirements.
- Participates in special projects as assigned by Manager, Industry Relations
- CRM and Document management. This includes but not limited to, collate documents, process mail and coordinate mail outs, documentation preparation and formatting.
- Produces and distributes ITA statistical reports as needed.
- Monitors and tracks spending for the travel budget and generates costing reports for the Manager, Industry Relations to review.
- Coordinates Industry Relations team meetings. Call for agenda items, creating agenda, capturing minutes and action items.
- Tracks annual budget items

Event Management: Provides oversight for ITA on events that ITA staff is attending and other events being run by ITA

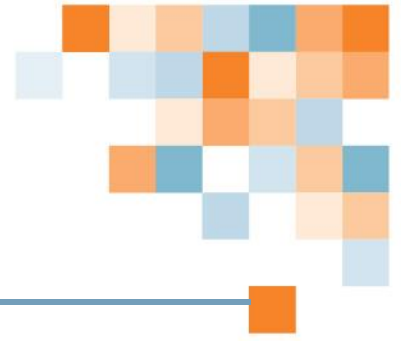
- Coordinates organizational-wide annual events calendar which includes monthly check ins with departments to ensure data is being captured, reporting out on event attendance and successes
- Responsible for working with event organizers to coordinate activation and sponsorship benefits
- Consolidates feedback from events to help evaluate participation in future events

EDUCATION/EXPERIENCE

- Experience in dealing with a wide audience including external and internal stakeholders
- Previous experience dealing with a field team an asset
- Advance knowledge of Microsoft Office tools
- Experience in designing and producing useful statistical information in a simple and effective manner
- Experience in setting up administrative systems, and/or managing administration systems is an asset
- Knowledge of CRM or similar tools and creating reports an asset

WHO WE ARE

The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.



COMPENSATION AND BENEFITS

Salary Band 4: \$61,232-\$76,672

The ITA offers a highly competitive benefits package and perks which include:

- Healthy Living Program
- Extensive Extended Health and Dental Plans that are 100% employer paid
- Eligible for pension contributions
- Professional Development Plan

HOW TO APPLY

If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to HumanResources@itabc.ca. All applicants will receive an emailed response confirming receipt of their resume submission.

We kindly ask that applications be sent by email, and we ask for no phone calls and/or in-person applications. Due to a high number of applications the ITA receives, only applicants who are selected for an interview will be contacted.

ITA currently operates on a hybrid work environment which encompasses working remotely and in-office.

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. The ITA has implemented its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. This requirement will be extended to those visiting our offices. ITA will continue its obligation to review accommodation requests from staff who are unable to receive the vaccine. We sincerely thank all applicants for their interest to join ITA.