



Program Standards Coordinator (Contract, 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 Program Standards Coordinator within the Program Standards team provides administrative support for the whole team and its activities and is responsible for the coordination of the Program Standards committees.

This is a temporary, contract role for approximately 12 months.

This position has no supervisory responsibilities and will report to the Manager, Program Standards.

This position has no direct reports.

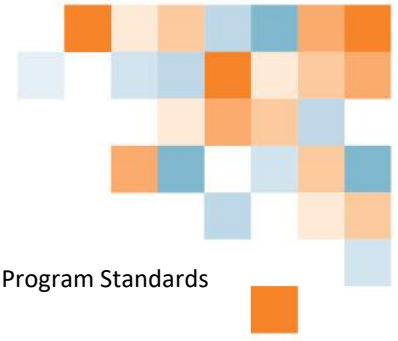
RESPONSIBILITIES/ACCOUNTABILITIES

Coordination:

- Coordinate and support Quality Assurance Committee (QAC), Program Evaluation Committee (PEC), the Transition Team (TT), and the Program Standards Team Meeting by
 - scheduling meetings,
 - liaise with managers and executives,
 - coordinate all documentation,
 - take and distribute meeting minutes
 - facilitating smooth functioning of meetings.
- Coordinate quality assurance and distribution of Official Programs Standard Notification (OPSN), Program Standards updates and Transition Updates
- Provide support for all Program Standards workshops
- Maintain and run technology for hybrid meetings
- Arrange travel and accommodation for workshop participants and Program Standards team members
- Create issues log for escalations, research and propose solutions
- Produce annual reports on program standards activities

Records:

- Create and maintain electronic filing systems and trackers for Program Standards including
 - financial records,
 - Program Development dashboard,
 - Product documents: Program Outlines, Program Profiles, Employer Declarations, Statutory Declarations, Program Updates, Transition Updates, Record Books,
 - Official Program Standards Notifications
 - record of decisions tracker from QAC
- Maintain ITA website trade pages



- Maintain distribution lists for Program Standards committees and for recipients of Program Standards Official Program Standards Notifications
- Process and track all Program Standards expenses and invoices
- Assist with budget forecasting
- Support the maintenance of event records in D365
- Maintain the Program Standards vacation tracker and submit monthly
- Maintain PDO Trade Assignments document
- Ensure all PS documents are correctly formatted for publishing and quality standards are adhered to all documentation
- Check website to ensure documents follow style guides/templates/ plain English guidelines

Stakeholder Support:

- Coordinate, track and maintain the program standards email inbox and D365 queue, ensuring timely communication back to the issuer.
- Conduct quarterly reports on program standards activities for external stakeholders

EDUCATION/EXPERIENCE

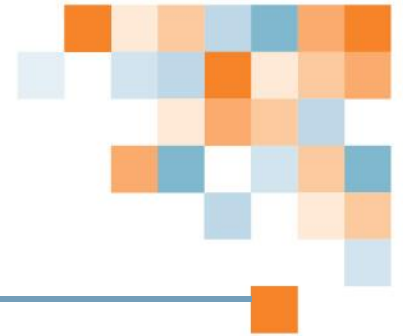
- Post-secondary education in Office or Business Administration and/or combination of education and experience is preferred for this role
- 3 years' experience in a high volume, fast paced administration and/or document processing position
- Advanced knowledge of Microsoft Office suite
- Demonstrated ability to develop and maintain professional relationships with colleagues and external parties
- Knowledge of the BC apprenticeship system is required for this role
- Previous experience in technical document editing and production is preferred
- Experience coordinating meetings is an asset
- Travel is required to attend to workshops as needed
- This position will also provide backup support to other Program Standards areas as needed
- Experience scheduling and coordinating meetings, including taking meeting minutes.
- Strong writing skills and experience editing for plain language
- Strong competencies required in the following areas:
 - Planning, organizing, and time management
 - Relationship building
 - Written and verbal communication
 - Problem solving
 - Attention to detail

COMPENSATION

Annual Salary Band 3: \$52,530 – \$62,080

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 in PDF format** by the closing date on our careers page **by email** to HumanResources@itabc.ca. **Be sure to include your name, the position, and the location you are applying for in the subject line** – "Subject: [Full Name], [Position/Job Title] - [Location]"

We kindly ask that applications be sent by email only – no fax or mail applications – and we ask for no phone calls please. Due to the 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. 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.