

Programs Lead, Youth (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!



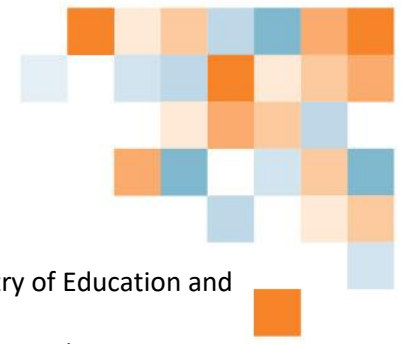
The Programs Lead, Youth is responsible for leading youth stakeholders in engaging with youth in and out of school trades programs. The position plays a key role in building relationships and providing support to school districts, Independent and First Nation schools, employer sponsors, training and service providers and other stakeholders within the skilled trades training system.

This is a contract position for approximately 18 months.

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

RESPONSIBILITIES/ACCOUNTABILITIES

- Serve as the primary point of contact for School Districts with Youth program Funding Agreements
- Work closely with approximately 30 School Districts to support successful delivery of contracted programs, including:
 - Supporting School Districts who are under performing
 - Ensuring best practices in service delivery for youth in trades are being utilized
 - Implementing changes to agreements and budgets
 - Providing recommendations for future funding and continuation to current agreements
 - Monitoring school district budgets, including forecasting and invoicing
- Connect in-person or virtually with youth stakeholders on a regular basis to maintain relationships.
- Build relationships with youth stakeholders to achieve youth annual KPI targets for; registration, completion and continuation.
- Identify opportunities and participate in events to highlight ITA's Youth Initiatives and raise awareness of youth program opportunities.
- Work with Manager, Youth Programs to strategize on key youth initiatives which directly relate to the departments Work Plan and ITA's Service Plan
- Build relationships with First Nation and Independent schools to support the delivery of trades program pathways.



- Build and foster a working relationship with key government staff at the Ministry of Education and Ministry of Advanced Education and Skills Training.
- Negotiate and advocate on behalf of ITA Youth Department to develop innovative pilot projects with internal and external youth stakeholders.
- Lead key youth events such as: SkillsBC/Canada events, Regional Meetings, Stakeholder Workshops, and Mentorship Workshop and other as required.
- Visit youth stakeholders and attend ITA events representing youth as required.
- Develop and implement an annual youth regional plan to provide support to youth stakeholders and promote ITA's youth initiatives in a coordinated and strategic manner.
- Work closely with the Manager, Youth Programs to forecast and track youth budget and Funding Agreements.
- Work closely with the Equity teams, Communications, Indigenous Initiatives, Training Investment, Apprenticeship Advisors and Industry Relations departments to strategize on key youth initiatives, relationship building with stakeholders, and event which directly relate to ITA's Service Plan.

EDUCATION/EXPERIENCE

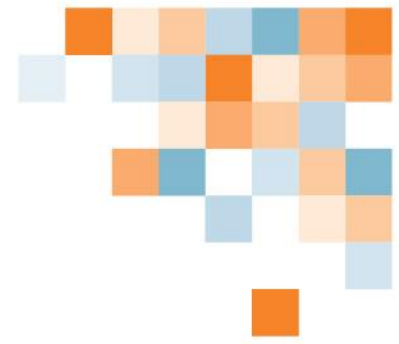
- Post-secondary education in Business Administration or Careers is preferred for this role; a combination of education and/or sufficient work experience is preferred to perform all aspects of the position successfully
- 4 years of related experience in a similar role
- Ability to thrive in a team environment and be self-motivated
- Experience in K-12 education system and/or career planning experience for youth is an asset
- Proven experience with event production and coordination
- High emotional intelligence quotient with proven ability to work in a complex political environment with varying stakeholder needs
- Ability to work independently in difficult business situations such as negotiations, large presentations, corporate meetings, and program advisory council meetings
- Proven ability to manage a budget and forecast expenses
- Detail orientated with strong multi-tasking abilities
- Strong project management and time management skills
- Working knowledge of ITA Direct Access and Dual Credit Management System an asset
- A class 5 driver's license will be required for this role

COMPENSATION

Salary Band 5: \$74,550 - \$95,668

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 (**PDF format**) by the closing date on our careers page **by email** to HumanResources@itabc.ca. **Be sure to include your name and the position you are applying for** in the subject line, or your application may not reach the appropriate person.

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.