



Apprenticeship Advisor – Permanent, Full Time

ABOUT THE POSITION

If you are passionate about making a difference by guiding and supporting apprentices while building strong relationships with multiple key partners, this is a great opportunity for you!

ITA is currently seeking an Apprenticeship Advisor to work out of the **North Vancouver Island region (Campbell River, Courtenay, and/or Comox areas)**.

The Apprenticeship Advisor supports the Customer Experience team whose main function is to provide regional support to Apprentices and Sponsors therefore positively impacting continuation and completion rates for apprenticeships.

As an Apprenticeship Advisor, you will help build knowledge and awareness of the B.C apprenticeship system; providing guidance to apprentices and sponsors on processes and policies relating to the apprenticeship journey and enhanced challenger pathway.

Through an understanding of the regional environment, building relationships with local industry, sponsors, and apprentices; the Apprenticeship Advisor will identify opportunities to remove barriers and boost success rates of apprenticeship.

ITA Apprenticeship Advisors work in designated regions and spend 75% of their time directly interacting with key partners.

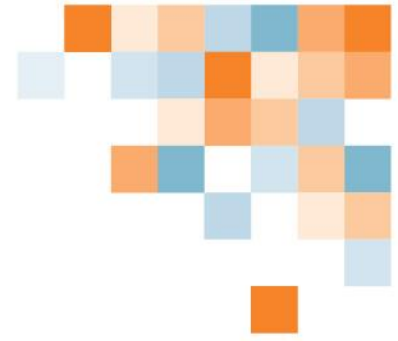
Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!

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 in-person applications. Due to a high number of applications the ITA receives, only applicants who are selected for interview will be contacted.

ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. With that, our hiring process will occur in a virtual environment. We sincerely thank all applicants for their interest to join ITA.



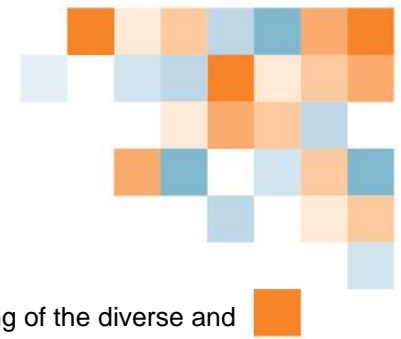
RESPONSIBILITIES/ACCOUNTABILITIES

- Locally represent the ITA to key partners, industry, sponsors and apprentices. Develop regional relationships to better promote the value and knowledge of apprenticeship and leverage apprentice opportunities.
- Serve as a point of contact to apprentices and sponsors who are seeking advice or resources to address complex questions/scenarios.
- Work with regional service providers to increase their knowledge of apprenticeship and assist them to support the continuation and completion of apprenticeship.
- Develop effective working relationships with the indigenous community, employers, learners, education and training providers, labour and government in order to increase the number of indigenous individuals in training programs. Establish an understanding of the ITA and the potential economic and social benefit to indigenous communities.
- Guide apprentices through the apprenticeship pathway and provide direction, support and coaching for apprentices who have lost their sponsor.
- Regionally meet with industry and sponsors to identify common barriers and develop initiatives to remove those barriers within apprenticeship.
- Provide regional guidance and support through targeted outreach to apprentices, sponsors and stakeholders where continuation is a concern.
- Execute provincial completion and engagement projects regionally to support long term solutions to help remove barriers and support apprenticeship continuation.
- Provide input into communications resources and tools required related to apprentice and sponsor supports.
- Operate within legislative authorities, ITA policies and administrative guidelines.
- Apply continuous improvement methodology to all processes, procedures and systems needed to deliver the Apprenticeship Advisor role.

EDUCATION/EXPERIENCE

Must Haves

- A post-secondary education and/or trades certification with demonstrated success in working within the apprenticeship system as a coach, counsellor or advisor.
- 5 to 7 years of directly related leadership experience that demonstrates the ability to deliver results while maintaining constructive relationships and success working within multi stakeholder environments.
- Proven experience facilitating and influencing relationship building in multi stakeholder environments.
- Experience leveraging technology to work remotely appropriately and effectively with clients and employees.
- A proven track record of working independently and reporting results to a supervisor.
- Ability to travel and support a designated region.
- Excellent computer skills and experience using a customer relationship platform.



Assets

- Previous experience working with indigenous communities and an understanding of the diverse and complex skills and sensitivities required to engage the community.
- Contacts and existing established relationships within the indigenous community is preferred.
- A strong knowledge of the B.C. apprenticeship system, or comparable provincial apprenticeship system.
- Experience working directly with apprentices and sponsors to increase continuation and completion.

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

Annual Salary Band 5: \$70,250 - \$90,150

Salary to commensurate with experience. The ITA offers a highly competitive benefits package and perks which include:

- Flexible working schedule
- Eligible for pension contributions.
- Healthy Living Program
- Extensive Extended Health and Dental Plans that are 100% employer paid