



**Program Coordinator – ABE (TERM) – Competition #23-23/24 – Martensville Program Centre**

Reporting to the Manager of Programs, the Program Coordinator is primarily responsible for the delivery, coordination, evaluation and promotion of assigned programs and the creation of learning environments marked by excellence. This position will provide leadership and direction to staff ensuring a work environment that is conducive to teamwork and efficient delivery of College programs and services. The Program Coordinator will assist with identifying community needs, developing partnerships, developing new programs and coordinating assigned events.

**Start Date:** December 4, 2023

**End Date:** June 30, 2024

**FTE:** 0.8

**Qualifications**

Candidates must be able to demonstrate:

- Effective interpersonal and communication skills
- Extensive knowledge of the industry in which the students will work
- Knowledge of adult education
- Proven organizational skills that allow handling multiple projects at the same time while ensuring that the details in each project are dealt with in a timely fashion
- The minimum educational qualification for this position is a relevant four-year Bachelor's Degree, or academic equivalent. This education would typically provide knowledge in post-secondary education, business, budgeting and proposal writing.

A complete job description and competencies for this position can be found on the Great Plains College [website](#). For additional information, contact Lara Bergen, Manager of Programs, at 306-203-0003.

Send resume and cover letter, quoting competition #23-23/24 to: [gpchr@greatplainscollege.ca](mailto:gpchr@greatplainscollege.ca). Applications received prior to 4:00 pm on November 28, 2023 will be reviewed for this competition. We wish to thank all candidates who apply, however only those selected for interviews will be contacted.

***The successful applicant will be required to complete a criminal background check that is satisfactory to Great Plains College.***