



Provincial Competition Coordinator

Want to be part of an incredibly fun and talented team who are leaders in the country for passionately promoting trades and technologies to youth? If so, we want you to join our team!

About Us!

Skills Canada Alberta (SCA) is a not-for-profit organization that showcases trade and technology careers as first-choice career paths to Alberta's youth. Through our diverse programs and competitions, our participants are inspired to develop their interests and talents, and motivated to pursue meaningful careers in today's most in-demand professions.

About the Role!

As the Provincial Competition Coordinator, you are an outgoing, collaborative and detail-oriented individual ready to play a key role at Skills Canada Alberta (SCA). The Provincial Competition Coordinator has a diverse role that is primarily responsible for the successful planning and execution of the Provincial Skills Canada Competition. You will work with a fun and vibrant Skills team responsible for the following:

- Coordinating, managing and recruiting volunteer Provincial & National Technical Committee members while adhering to the required deliverables and timelines
- Planning and managing logistics for the Provincial Skills Canada Competition, Skills Exploration Days, and other Skills events
- Managing and supporting the continued growth of the Try-A-Trade® & Try-A-Skill® programs
- Building and maintaining strong relationships with event contractors and stakeholders
- Identifying and developing new opportunities to expand SCA's competition model
- Supporting the SCA team for special events, conferences and competitions

About You!

Qualifications:

- An active and collaborative team player
- Prior hands-on event management experience with a demonstrated track record of success
- Related degree or diploma such as event planning, marketing or project management
- Excellent attention to detail; high organizational and time management skills
- Well-developed decision making and problem-solving skills
- A background in the trades or a technical background is preferred
- Ability to manage numerous projects and priorities simultaneously
- Excellent writing, communication and presentation skills
- Strong initiative and customer service skills
- Proficiency working with Windows and Microsoft Office
- Willingness to be hands-on, as the role requires physical labour at times

Terms of Employment

This is a full-time permanent and salaried position based in Edmonton. Our standard work week is 37.5 hours. We pride ourselves on providing a flexible environment with a focus on work-life balance. Occasional travel (predominantly within the province) will be required.

Submit resumes to AshleyC@skillsalberta.com. Posting will remain open until we find the right fit for our team.