



## Partnership 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!**

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.

This is a full-time permanent position based in Edmonton. Standard work week is 37.5 hours, over 5 days, representing 7.5 hours per day.

*Office Location: Edmonton, AB – Position has the flexibility to participate in our hybrid model (working from both home & office)*

*Position Start Date: ASAP*

Skills Canada Alberta offers a competitive compensation and benefits package, tremendous flexibility, and a fun and vibrant work environment. We prefer that your application include a video cover letter that is under 2 minutes long with a copy of your resume, however, all applications will be considered. Your video cover letter should share some fun and exciting facts about yourself and answer the following:

- Without the fear of failure, what is one thing you would love to try?
- Why should this job be "your job"?
- What experience and awesome skill sets can you bring to our team?

We thank all applicants for their interest; however, only those selected for an interview will be contacted. This posting will remain open until a suitable candidate is found.

Please submit your resume to: [ashleyc@skillsalberta.com](mailto:ashleyc@skillsalberta.com)

### **PARTNERSHIP COORDINATOR**

As the Partnership Coordinator you are a collaborative, detail oriented individual ready to become a key member of our partnership and event team. You understand the importance of creating the type of relationships that build community. The Partnership Coordinator will assist with all facets of revenue development including in-kind, corporate and foundation giving initiatives.

Our events are big, our partnerships vast and our enthusiasm is infectious.

Reporting to our Manager of Partnerships, you will be responsible for supporting the execution of our diverse partnership programs such as:

- Provide support to ongoing sponsorship activities, including the management of all partnership marketing deliverables
- Develop and maintain client management systems including database (Raisers Edge) and file systems to support partner relationship building.
- Research and recruit future donors and partners
- Identify and apply for grant opportunities
- Lead planning of partner sponsored events such as the Skills in the Heartland and Try-A-Trade® Take Out in partner communities.
- Connect with partners through fulfillment reports and partnership agreements
- Manage incoming grant applications, relationships, recognition events and reports
- Work with the Communications and Programming team to develop communication tools for partners
- Contribute to the development of innovative programs to build partnership opportunities



## Partnership Coordinator

### About Us

Skills Canada Alberta (SCA) showcases trade and technology careers through exciting programs and competitions. SCA is building the world's strongest Skills Community through well-established and forward-thinking partnerships with industry, labour, government, and education groups. SCA is a registered charitable organization that is repositioning trade and technical careers as a first-choice career option for youth in Alberta.

Our participants gain a once in a lifetime experience to compete in regional, provincial, national, and international competitions that demonstrate the highly developed skills required to be successful in today's most in demand professions.

### About You

Qualifications and Abilities:

- Post-secondary diploma/degree required (preferably Marketing/Communications, Community Relations or Business)
- Excellent attention to detail; high organizational and time management skills
- Strong written, oral and interpersonal communication skills
- Experience working with corporate sponsorships to understand their priorities and needs
- Experience in coordinating events including sponsorship marketing and leading event volunteers
- Strong initiative and customer service orientation
- Proficiency working in a Windows environment and Microsoft Office
- Knowledge of Raisers Edge platform
- Able to juggle many priorities and responsibilities under tight timelines
- Enjoy the demands of managing large scale, dynamic events
- Collaborative working style
- Ability to travel
- Be able to be hands-on, as the role requires physical labour i.e. Heavy lifting and continuous activity for longer periods of time