

Volunteer & Event Coordinator (Provincial Competition Committee 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.

VOLUNTEER & EVENT COORDINATOR (PROVINCIAL COMPETITION COMMITTEE COORDINATOR)

Full time position (37.5hr work week),

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

Position Start Date: August 24, 2026 - can be flexible for the ideal candidate

APPLICATION REQUIREMENTS:

Skills Canada Alberta offers a competitive compensation and benefits package, tremendous flexibility, and a fun and vibrant work environment. To help us learn about you, please include a copy of your resume and a brief video sharing some fun and exciting facts about yourself. **APPLICATIONS MUST INCLUDE A VIDEO COVER LETTER THAT IS UNDER 2 MINUTES LONG WITH A COPY OF YOUR RESUME. APPLICANTS MISSING THIS ELEMENT WILL BE EXCLUDED.**

Not sure what to include in your video? Here are some ideas:

- What's a talent or skill you have not listed on your resume?
- What role do you naturally play when working with a team?
- Why should this job be "your job"?

Please submit your resume to: ashley@skillsalberta.com

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.

ROLE DESCRIPTION:

As the Provincial Competition Committee Coordinator, you are an outgoing, collaborative and detail-oriented individual ready to play a key role at Skills Canada Alberta (SCA). The Provincial Competition Committee Coordinator has a diverse role that is primarily responsible for the successful planning and execution of the Provincial Skills Canada Competition and other Skills events.

Summary of Key Responsibilities:

- Coordinating a volunteer base of 380+ committee members in over 43 committees
- Coordinating and leading planning meetings virtually and in-person
- Recruiting and on-boarding committee volunteers
- Creating meeting presentations, agendas, and meeting minutes
- Determining deliverables and timelines of key outcomes for committee members
- Creating and editing competition documents in various platforms. I.E. Word, Excel, Jotform, Power Point, Google Docs
- Work with the Competition Logistics Coordinator to ensure all event logistics are secured

Preferred Qualifications:

- Experience in volunteer management
- Excellent public speaking, facilitation, and presentation skills, with the ability to confidently engage diverse audiences, lead meetings, deliver presentations
- Excellent attention to detail; organizational and time management skills
- Prior hands-on large-scale event or project management experience with a demonstrated track record of success
- Strong technology skills and proficient with Microsoft Office (Word, Excel, Power Point) and online form creation software (Jotform, Google), virtual meeting software (Teams, Zoom, Webex)
- Ability to manage numerous projects and priorities simultaneously
- Excellent writing, communication, and presentation skills
- Well-developed decision making and problem-solving skills
- An active and collaborative team player
- Strong initiative
- Strong people management and relationship building skills
- Willing to work evenings and weekends periodically
- Ability to manage a workload independently