

Program Specialist - Early Career Development and Future Skills.

About this opportunity

Are you passionate about supporting young adults to prepare for and enter the workforce? Do you know both the world of post-secondary education and the world of corporate talent recruitment? Do you have experience developing and/or executing work-integrated-learning experiences for postsecondary students? Do you have knowledge of the emerging field of micro-credentialing? If so, consider applying for the **Program Specialist - Early Career Development and Future Skills** position. In this outstanding opportunity, you will play an important role in shaping training and work experiences for hundreds of undergraduate student instructors for Actua programs across Canada.

Actua is Canada's largest science, technology, engineering and mathematics (STEM) outreach organization. We are looking for an exceptional **communicator** and **relationship builder** who is an **expert in adult education, work experience and job training** to help develop and implement a series of work-integrated-learning (WIL) experiences for Actua's STEM instructors. This is a full-time, fixed-term position located in Ottawa, reporting to the Director of Network Membership. The position will start as a one-year contract with the possibility of renewal.

What you will do

The primary role of the **Program Specialist** is to support the design, development and implementation of industry-led work experiences for undergraduate students in STEM studies who work as instructors in Actua's youth programs across Canada. These experiences serve to equip students with in-demand employability skills that prepare them for the launch of their careers. They provide opportunities to build professional networks and gain first-hand experience in a variety of industry sectors.

The **Program Specialist** will also be responsible for scoping out and implementing a strategy for awarding student instructors micro-credentials for their work and training experiences.

Specifically, you will:

- Liaise with industry partners in the design, development and delivery of new work-experience opportunities, ensuring both participant and employer needs are met;
- Support industry employees who volunteer to deliver WIL experiences;
- Liaise with participating Actua network members, developing and delivering communications assets, supporting in training and ensuring they are fully supported in their role;

- Lead a project team through the process of researching, developing and launching a transferable micro-credentialing program around the Actua instructor experience;
- Collaborate on the development of high-quality communications materials to support stakeholder engagement and buy-in;
- Provide support to relevant projects, implementing project strategies and ensuring that project deliverables are met in accordance with established project management plans and timelines.

About you

- You are exceptionally organized and professional, and are skilled in effective communication with a variety of audiences, both orally and through high-quality written documentation.
- You have BOTH a creative mind and the experience and skills to turn great ideas into action.
- You have meticulous organizational and planning skills, along with personal strategies on how to meet your professional obligations. You are accountable, reliable and take pride of ownership over your work.
- You have a well-established network in the world of post-secondary and/or adult education.
- You are comfortable with moving quickly, shifting landscapes and being nimble to change.
- You are a great team player: tactful, yet effective. You are excited about the opportunity to work with multiple teams to propose new ideas and help bring their visions to life.
- You are a self-starter. Where you have gaps in your own understanding, you're a self-motivated learner that loves to explore, and you can quickly pick up new concepts and ideas independently.
- You are an expert in your field. You love working with post-secondary learners, institutions of higher education, and corporate-sector partners.
- You are knowledgeable and experienced in competency-based learning models. You have a solid understanding of where Canadian post-secondary institutions are at in their adoption of such models. You have sufficient expertise to lead the development of a new competency-based WIL initiative.

Qualifications

In addition to experience and demonstrated success in the subject areas outlined above and a fit with the “About you” profile, the ideal candidate also has the following:

- Undergraduate degree (graduate degree preferred) in education, adult education, teaching, or other equivalent.
- Five to seven years of experience in the design and implementation of competency-based learning and accreditation programs.
- Demonstrated success working with industry partners on the design and/or of career development programs.
- Established network within the adult education, career development and skills training world.
- Fluency in English and French is highly desirable.

Why work with us

In this role, you will have the opportunity to make a national impact joining one of Canada’s most entrepreneurial and influential organizations in the skills development space. Actua is a national thought leader and you would have the chance to contribute to this national narrative. Each year, Actua and its growing network of 41 college and university-based members engage over 300,000 youth in exciting, hands-on experiences that help build their skills and confidence in STEM. We anticipate continued growth over the coming years, which will provide tremendous opportunity for you to grow with us.

This is your opportunity to join our vibrant team-driven environment while working in a youthful, fast-paced and fun culture. This role is based in our Ottawa office, which is centrally located in the Byward Market. We offer a competitive salary and great benefits. For more information about us, please visit www.actua.ca.

To Apply

Please submit your cover letter and resume as a single PDF document on the Actua employment page. The position will remain open until a suitable candidate is selected. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted. Actua is an equal opportunity employer and is committed to accessible employment practices. If you require an accommodation for any part of the selection process, please notify us and we will work with you to meet your needs.