



## **Saskatchewan Distance Learning Centre**

**Main office:**

**408-5<sup>th</sup> Avenue**

**Kenaston, SK S0G 2N0**

**306-252-1000**

Saskatchewan Distance Learning Centre (Sask DLC) is dedicated to providing high-quality Kindergarten to Grade 12 (K-12) online learning opportunities for students throughout Saskatchewan. We are dedicated to continuous improvement and growth, leadership at all levels, academic excellence, and a strong, cohesive culture. This is accomplished through providing learning opportunities that are responsive to students, families and communities while meeting the needs of our growing and diverse province.

### **Practical and Applied Arts Program Coordinator**

Sask DLC requires a continuing Practical and Applied Arts (PAA) Program Coordinator within our Student Programming Team. The position will commence as soon as possible based on availability, with the location to be Regina, Saskatoon or Kenaston, based on the principal residence of the successful candidate.

We are seeking a dedicated and organized Practical and Applied Arts Program Coordinator to join our team. In this role, you will collaborate closely with the PAA Program Manager to coordinate the development and delivery of PAA high school courses. Your primary responsibilities will include securing work placements for trades students, maintaining relationships with industry partners, and facilitating program enhancements through data analysis and feedback.

#### **PAA Program Coordinator Responsibilities**

Reporting to the Practical and Applied Arts Program Manager, you will:

- coordinate the delivery of Practical and Applied Arts (PAA) courses, including securing work placements for trades students;
- develop and maintain relationships with industry and post-secondary partners to facilitate program delivery and achieve partnership goals;
- utilize data analysis and feedback to guide continuous improvements to PAA programming;
- liaise with campus administrators, online learning facilitators, and schools across the province to promote PAA pathways opportunities;
- foster a collaborative work environment by providing feedback and assistance to the PAA team;
- assist with the development and updating of program materials, including promotions and assessment forms;
- coordinate bootcamps for applicable programs and lead/assist in work placement training for Sask DLC Online Learning Facilitators (OLFs);
- represent Sask DLC at career fairs, trade shows, and promotional events to promote our programs;
- coordinate extracurricular programs related to PAA; and,

- perform other duties as assigned by the Practical and Applied Arts Program Manager.

### **Qualifications and Competency Requirements**

The ideal candidate will be organized, logical and attentive to detail as well as approachable and professional when dealing with internal and external stakeholders.

In addition, we require the following from the successful candidate:

- Bachelor's degree in Education, Business Administration, or a related field;
- experience in program coordination or project management, preferably in an educational setting;
- strong organizational skills with the ability to prioritize tasks and meet deadlines;
- excellent communication and interpersonal skills, with the ability to build and maintain relationships with various stakeholders;
- experience in data analysis and using feedback to drive program improvements;
- knowledge of the education system in Saskatchewan and familiarity with Practical and Applied Arts programs is an asset; and,
- willingness to travel and work flexible hours as needed.

If you are passionate about education and have an aptitude for coordinating programs and partnerships, we encourage you to apply for the Practical and Applied Arts Program Coordinator position at Sask DLC. Join us in shaping the future of online learning in Saskatchewan!

Sask DLC delivers high-quality and equitable online learning programs to students across the province. Sask DLC's head office is located in Kenaston, with an administrative office in Regina, and nine regional campuses located in Swift Current, Moose Jaw, Estevan, Yorkton, Saskatoon, Nipawin, Prince Albert, Neilburg and La Ronge.

### **What We Offer**

Sask DLC offers an attractive compensation package that includes a competitive salary (MCP05 with an annual salary range of \$69,900 to \$90,888), comprehensive health and dental benefits, and a pension plan. Salary can be negotiated based on experience and educational background.

Sask DLC is committed to workplace diversity which reflects the diversity of the students and communities we serve. Applications are encouraged from First Nations and Métis candidates.

Interested applicants are invited to email a resume with a cover letter and contact information for at least three professional references to [Humanresources@saskDLC.ca](mailto:Humanresources@saskDLC.ca)

Questions or inquiries regarding the position can be directed to Lori Gasper, Practical and Applied Arts Program Manager at [Lori.gasper@saskDLC.ca](mailto:Lori.gasper@saskDLC.ca)

**The deadline for applications is December 9, 2024. Sask DLC will conduct interviews prior to the deadline based on qualified candidate submissions.**

\*We thank all those who apply for this position; however, only those selected for an interview will be contacted.

\*The successful candidates will be required to submit a satisfactory criminal record check as a condition of employment.