

POSITION POSTING: IMII Workforce Development Coordinator (full-time, permanent)

IMII is an industry-led non-profit consortium that advances innovation for the Saskatchewan mining and minerals sector. We build collaborative innovation capacity by facilitating innovative education, training, research and development projects and programs.

IMII funds a variety of projects through its innovation (research, development, and demonstration (RD&D)) and workforce development (education and training (E&T)) programs. We are looking for a team member to develop, organize and plan workforce development focused initiatives, events and projects. The ideal candidate will have experience in the mining sector and an understanding of the workforce needs of the industry. In this position, you will work with IMII members to develop and steward the strategic direction of IMII's E&T activities. You will be responsible for working with IMII members and external interested parties (service providers) on the development of project plans, timelines, and budgets, as well as coordinating with internal and external interested parties to ensure successful project delivery. Your understanding of a variety of mining occupations, experience with industrial training will set you up for success in this role. The ideal candidate will have experience engaging with potential new entrants to mining, including Indigenous groups and communities.

Key Responsibilities:**Strategy, Engagement and Events:**

- Lead the implementation of IMII's workforce development strategy including efforts focused on:
 - Enhancing the mining sector's trades workforce,
 - Strengthening pathways for Indigenous participation in mining, and
 - Initiatives to develop alternative pathways into mining.
- Coordinate IMII's Workforce Development (E&T) industry panel activities, including preparing reports and assisting with chairing panel and subcommittee meetings.
- Oversee the administration of IMII's scholarship programs.
- Perform technical writing to communicate workforce development initiatives and project activities to internal and external audiences.
- Assist with tracking of key performance indicators pertaining to IMII's workforce development - focused activities.
- Steward follow-on support and activities tied to past IMII-funded initiatives.
- Develop and maintain strong relationships with internal and external interested parties to promote a positive image of the IMII, its members and project partners.
- Work with other IMII staff members to coordinate workforce development related events including events that engage IMII members with students and academic institutions, student hackathons, scholarship award activities, training sessions and additional workforce focused events.
- Lead the development of subject-matter content for IMII's workforce development-focused events, including coordinating external speakers as required.
- Collaborate with other IMII staff members to develop training content on mining and innovation related topics.

- Collaborate with partners to profile IMII's workforce development initiatives at partner events.
- Contribute to developing IMII best practices for project management processes and tools.

Project Management:

IMII executes internally led programs and initiatives and provides project management oversight to IMII-funded projects which are typically executed by external solutions providers and/or academic and training institutions. As the Workforce Development Coordinator your project management responsibilities would include leading internal innovation programs and initiatives, and overseeing externally executed projects. Project management oversight for externally executed projects would include:

- Serving as the primary point of contact for workforce development project-related inquiries, managing expectations and ensuring timely responses.
- Contributing to the development and reviews of project proposals (e.g., reviewing new proposals and/or assisting applicants with proposal development, developing new projects or programs ideas including preparation of requests for proposals).
- Creating and maintaining comprehensive project documentation, including but not limited to project plans, status reports, meeting minutes, and change logs.
- Understanding the objectives and goals of each project, monitor project progress and timelines, flagging potential issues and risks.
- Liaising with the project team and IMII members as required.
- Helping guide the successful completion and close out of projects, including delivering an assessment of the overall project.

Required Skills and Qualifications

- Five or more of years experience including:
 - Industrial sector work environments, including mining sector experience,
 - Training and education experience (could include industrial training, apprenticeship, teaching at a regional college, Polytech school or university).
- Post-secondary education in a technical trade, or education/training related area, or an undergraduate program focused on mining and/or education (education, social science, mining related science, geology or engineering program).
- Experience working with or as part of the Indigenous community.
- Comfort and/or strengths in one or more of the following areas: technical training, industrial training, workforce development programming, trades training/development.
 - Some level of exposure to trades and technical careers required.
- Strong project management, organizational and time management skills.
- Experience running meetings, coordinating events.
- Strong relationship building & people skills, comfortable working in a collaborative environment.
- Strong written and verbal communication skills



- Proficient in Microsoft Office, with aptitude to learn new software and system.

Work Hours & Benefits

This is a full-time permanent role, with the candidate preferably located in Saskatoon. Work is expected to be primarily in-person at IMII's offices. A benefits program will be provided. Salary will be commensurate with experience.

We thank everyone that applies but only those selected for an interview will be contacted.

To Apply: Please forward your resume and cover letter to:

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