INTERNATIONAL MINERALS INNOVATION INSTITUTE

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

IMII is an industry-led non-profit consortium that advances innovation and workforce development initiatives to support the growth of 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 and workforce programs. We are looking for a team member to lead the strategic development and delivery of workforce development focused initiatives, events and projects. The ideal candidate will have experience related to industrial workforce education and training and an understanding of the needs of the mining sector.

In this position, you will work with IMII members to develop and steward the strategic direction of IMII's workforce development 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 the Saskatchewan mining career development ecosystem, including awareness of a variety of mining occupations and 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. The candidate will have a passion for developing and connecting the next generation of talent to explore and pursue opportunities in the Saskatchewan mining sector.

Key Responsibilities:

<u>Strategy and Engagement:</u>

- 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.
- Develop and maintain strong relationships with internal and external interested parties, particularly IMII's workforce development related members, including regional colleges, academic institutions, SMA and other ecosystem players active in career development for the mining sector.
    - Collaborate with these groups to develop initiatives and proposals to address IMII's workforce development strategic goals.
- Steward follow-on support and activities tied to past IMII-funded initiatives.
- Engage with students to encourage involvement in IMII activities, including scholarship programs, student competitions, etc. and to encourage consideration of mining sector careers.
- Collaborate with partners to build awareness of IMII's workforce development initiatives.
- Engage with stakeholders in the ecosystem to build awareness and promote a positive image of the IMII, its members and project partners.

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Initiatives and Administration:

- Coordinate the following core IMII Workforce Development Activities:
    - IMII's Workforce Development industry panel activities, including preparing reports and chairing panel and subcommittee meetings.
    - IMII School of Mining, including setting the agenda, arranging instructors and working with the IMII team to promote and execute the event. Similar duties for other potential future IMII-led training activities.
    - IMII's student engagement activities, including scholarship programs and student competitions.
    - Lead the development of subject-matter content for IMII's workforce development-focused events, including coordinating external speakers as required.
    - Assist with tracking of key performance indicators pertaining to IMII's workforce development -focused activities.
    - Perform technical writing to communicate workforce development initiatives and project activities to internal and external audiences.
- Work with other IMII staff members on collaborative initiatives including IMII workforce development related events and communications.

Project Management and Administration:

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 Initiatives 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.
- Contribute to developing IMII best practices for project management processes and tools.

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Required Skills and Qualifications

- Seven or more of years experience including:
    - training and education experience (could include industrial training, apprenticing, teaching at a regional college, Polytech school or university).
    - industrial sector work environments, including mining sector experience,
- Post-secondary education in a technical trade, or education/training related area, or an undergraduate program focused on education, or related sciences. Technical degrees such as geology or engineering or business may be considered, in conjunction with work experience related to workforce development, education or training.
- Experience working with or as part of the Indigenous community.
- Comfort and/or strengths in one or more of the following areas: industrial training, workforce development programming, trades training/development.
    - Some level of exposure to trades and technical careers preferred.
- 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 by November 27, 2026, to:

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