



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification: Field – Level 7
Location: Meadow Lake

Title: Coordinator, Adult Basic Education
Competition #: 57-ML-2526

Date Posted: August 5, 2025
Start Date: ASAP
Full-Time, Permanent

Closing Date: August 15, 2025 at noon
Salary Range: As per the Collective Agreement
Appendix A

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Vice President, Academic, The Program Coordinator, Adult Basic Education, is a member of the College's leadership team and is responsible for planning, budgeting, organizing, developing, delivering and promoting Basic Education programs within an assigned geographic area. The position has the lead role and responsibility for monitoring, guiding, evaluating, meeting enrollment targets, and managing the assigned program area in order to successfully meet the goals and objectives of the College along with the needs of the clients served. The Coordinator:

- ◆ Identifies education program goals and objectives that are consistent with the College strategic plan.
- ◆ Conducts needs assessment and consults with community organizations, First Nations and other communities; and program partners and sponsors, to determine education programming that meet training needs.
- ◆ Negotiates with partners and when required, drafts agreements to meet the needs of these partners, while ensuring cost effective, quality programming.
- ◆ Determines, and ensures that, program staffing requirements are achieved to successfully deliver programming, while monitoring Instructors adherence to established workload assignments and budget.
- ◆ Supervises instructional and administrative staff thereby directing workflow, monitoring quality of work, providing orientation, coaching and performance assessment.
- ◆ Ensures adult education principles are practiced by assisting Instructors in identifying student learning difficulties, classroom performance and barriers, thereby initiating and managing student performance contracts, suspensions and terminations.
- ◆ Evaluates programming to determine if it is meeting identified trends, client needs, and/or identified gaps.
- ◆ Develops and prepares education program and delivery plans based on the needs assessment, including program design, curriculum framework, evaluation criteria, success measures, materials and classroom design to ensure cost effective quality programming that meets established curriculum, adult education principles and operates within College policies and procedures
- ◆ Conducts student application evaluation, determines student acceptance and is responsible for approval of program plan and student academic placement.
- ◆ Collaborates with other College staff to develop and prepare marketing and communication information for all program and schedule details.
- ◆ Collaborates with other College staff and stakeholders to facilitate program objectives, improve the quality of programs and enhance the College's effectiveness and image.
- ◆ Performs other responsibilities as may be assigned to contribute to the success of student learning and a positive participation experience.
- ◆ Travel will be required.

Qualifications, Skills, Abilities and Experience:

- ◆ A Bachelor of Education degree and a valid Saskatchewan teaching certificate.
- ◆ Minimum two years' experience in project management that includes program development, needs identification, budgeting, negotiation with partners, research, supervision and dealing with sensitive situations
- ◆ Experience working in a unionized environment and implementing and enforcing policies and procedures.
- ◆ Knowledge of and the ability to apply Adult Education principles, methodologies and practices.
- ◆ Knowledge of the Saskatchewan education system and protocols.
- ◆ Demonstrated ability to employ customer service and interpersonal skills to develop positive working relationships with stakeholders, while addressing their needs and/or opportunities through negotiated contracts that establish innovative partnerships for educational and/or training services.
- ◆ Superior written communication skills and effective public relations and public speaking.
- ◆ Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- ◆ Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.
- ◆ Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.

- ◆ Ability to organize and align human and financial resources, program delivery processes and technology to achieve programming goals that align with the College's strategic objectives.
 - ◆ Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
 - ◆ Critical thinking skills.
 - ◆ Must possess a valid Saskatchewan Driver's License and be willing to travel as required.
 - ◆ Ability to lift and carry boxes and supplies for rural sites. The boxes weigh approximately 25 lbs.
 - ◆ A satisfactory criminal record check is a condition of employment with North West College.
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If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:

Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax:306.445.2254

Please Quote Competition #57-ML-2526

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca