

**JOB TITLE: Workforce Development Program Manager**

[APPLY HERE](#)

LOCATION: Fort McMurray, Alberta

EMPLOYMENT STATUS: Permanent, Full-time

SALARY: NEGOTIABLE

BENEFITS: Cost of Living Allowance (while residing in the region); May be eligible for Relocation Allowance; Comprehensive Benefits; Pension

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Fort McMurray Wood Buffalo Economic Development & Tourism (FMWBEDT) is seeking an experienced and motivated Program Manager to join the Entrepreneurship & Innovation team. Reporting to the Director of Entrepreneurship & Innovation, the Program Manager will work closely with stakeholders and partners to foster talent attraction to the region, identify labour and workforce development needs, and develop and deliver innovative initiatives to address them.

You will be responsible for engaging with industry and community groups and creating partnerships to deliver quality programming and services. Strong project management, organizational, communication, and leadership skills are essential, as are the ability to work collaboratively and independently, and to manage multiple projects and priorities.

If you are a dynamic, results-oriented individual with a passion for workforce development and a commitment to building strong, diverse, and inclusive communities, we want to hear from you!

**KEY RESPONSIBILITIES:**

**Program Management:**

- Develop and implement strategies to attract, retain, and develop a skilled workforce in the Fort McMurray Wood Buffalo region.
- Work with local business and industry to identify workforce needs to inform the development of a regional workforce strategy in collaboration with regional partners.
- Develop project plans, including research, strategy, budget, outcome measurement and adjust strategies as needed to ensure program success.

- Analyze data to identify trends and opportunities to improve the local labour market.
- Create and manage detailed performance plans, tracking statistics and KPI's.
- Ensure that all projects are delivered on-time, within corporate procedures, within scope, and within budget.
- Work closely with the place brand team to market and attract talent to the region.

#### **Stakeholder Relations:**

- Actively participate in regional committees with a bias for action and a focus for outcomes.
- Collaborate with community partners to develop and deliver programs that meet the workforce needs of the region.
- Deliver information sessions to local employers, business groups, and the general public.
- Engage stakeholders including employers, employer associations, business networks, various levels of government, and other organizations to identify and address workforce priorities.
- Build and maintain positive relationships and partnerships with stakeholders and businesses in the region.
- Provide information, insight, and advice regarding the region's workforce development needs.
- All team members are ambassadors for our region and support the duties of the organization as required. We foster a culture of innovation and teamwork through everything we do - economic development is a team sport.

#### **KNOWLEDGE/ SKILLS:**

- Industrial knowledge of industry and SCM procedures.
- Proficient with MS Office Suite (Outlook, Word, Excel, Powerpoint).
- Able to work independently, as well as, within multiple cross-functional teams.
- Technical diploma or degree.
- Minimum of 5 years of experience in workforce development or a related field.
- Strong project management skills and experience managing complex programs.
- Excellent communication and collaboration skills.
- Ability to analyze data and use it to inform program development.
- Knowledge of current trends and best practices in workforce development.
- Experience building relationships and networks with stakeholders.
- Knowledge of workforce development best practices and issues regarding employee attraction, recruitment, and retention.
- Knowledge of labour trends, and of the local labour market.

#### **OTHER REQUIREMENTS:**

- A valid Alberta Operator's License is required as incumbent will be required to operate a personal,
- FMWBEDT leased, or rental vehicle for business use on a regular basis. o License Required: Class Five (5)
- Ability to work evenings and/or weekends when necessary.
- Ability to travel if required.

**WHO WE ARE:**

Governed by an independent board of directors and managed by an entrepreneurial, customer-centric team, Fort McMurray Wood Buffalo Economic Development & Tourism's focus is on creating new wealth for the region, measured as economic impact. Our mission is to co-create and activate transformative economic opportunities for Fort McMurray Wood Buffalo. We want the Fort McMurray Wood Buffalo region to be recognized as an economic engine for our country and respected as one of Canada's top places for young people to raise their families and accelerate their careers.

To learn more visit <https://www.fmwb.ca/>

**WORKING CONDITIONS:**

Working in an office environment with frequent interruptions, a high degree of discretion must be used due to the confidentiality of work. Duties may require the use of a personal or company vehicle for business travel purposes.