

Job Posting

Program Developer / Manager Work Integrated Learning Design Challenge

Position Profile

A. POSITION PURPOSE & SUMMARY

The *Work-Integrated Learning Design Challenge* (WILDC) is a new initiative formed through a partnership between North Vancouver Chamber of Commerce (NV Chamber) and Capilano University (CapU). This unique partnership is a yearlong pilot project intended to create learning experiences for students that integrate classroom course work with real world business problems. The Design Challenge Program Developer/Manager will be instrumental in developing the framework for the WILDC program and implementing the program during its' first year pilot phase.

Reporting to:

- CEO, North Vancouver Chamber
- Support from Dept. of Academic Initiatives & Planning, Capilano University

Terms:

- Part time/ Temporary:
 - Duration: approx. 11-month contract. May 25th 2021 – May 6th 2022
 - 20 hours per week – flexibility depending on applicant
- Compensation: Hourly \$20-\$25, depending on experience
- Position Location: North Vancouver; remote work possible.

B. POSITION DUTIES

This position will include duties that may include the following:

Design Project Incubation, Development and Completion

- Work with the NV Chamber and CapU to develop the year long WILDC design challenge theme
- Develop WILDC processes, material, and resources to support the creation of a sustainable design challenge model
- Liaise with NV Chamber and CapU faculty and staff to identify WILDC projects, including objectives, scope and requirements.

- Solicit expressions of interest from NV Chamber members and faculty, match courses with businesses, and launch the design challenge at the beginning of each term
- Facilitate a WILDC project showcase at the end of each major term
- Work with NV Chamber staff to build and manage relationships with NV Chamber members participating in the WILDC and maintain an ongoing project opportunity database
- Serve as the bridge between the NV Chamber, NV Chamber members, and faculty/students to define project agreements between all parties
- Offer ongoing support to design challenge participants (NV Chamber members/faculty/students)

Project Management

- Implement and manage the overall WILDC, developing processes, materials, events, and monitoring project budget
- Facilitate collaboration between the NV Chamber and CapU through the design and delivery of presentations to NV Chamber members and groups of faculty and students about the design challenge, courses and projects.
- Develop a strategy for communicating and advertising WILDC for NV Chamber members and CapU faculty
- Curate and oversee engagement events (at least 2 major events per year) and ensure engagement from priority courses, students, faculty, NV Chamber members, alumni and community partners.
- Ongoing management of inquiries from NV Chamber members, faculty and students related to WILDC and courses.
- Use CapU WIL database to track WILDC participation for reporting purposes
- Complete reporting requirements to meet grant funding agreement

People and Relationships

- The Project Developer/Manager and will receive administrative and event support from both the NV Chamber and the CapU.
- Program Manager will work collaboratively with the NV Chamber staff and members, CapU faculty and students.
- Key business community relationships and interactions include business owners, entrepreneurs, and leaders of existing businesses, and the general public

C. EDUCATION, TRAINING & EXPERIENCE

- Bachelor's degree (a combination of education and work experience may be considered in lieu)
- Experience in developing a community-based program or initiative
- Project Management and/or Project Coordination experience - experience monitoring project outcomes through evaluation and performance metrics.
- Strong, clear and professional written and verbal communication skills

- Proficient in MS Office applications (Word, Excel and PowerPoint)
- Comfortable with online meeting tools (Zoom, MS Teams, etc.)
- Communications experience an asset (applied use of websites, social media etc. as part of communications strategy)
- Exposure to experiential or work-integrated learning opportunities from community or business partner point of view is an asset
- Experience supervising staff and volunteers an asset
- Local entrepreneurial or small business experience an asset
- Experience or previous engagement with the business community is an asset

D. SKILLS & PERSONALITY

The Program Developer/Manager will be:

- Energetic - strong ability to take initiative and work independently - a self-aware and self-directed individual
- A Relationship Builder - proven warm and open - passionate about forging strong and mutually beneficial community partnerships. Able to engage effectively with a wide range of people and personalities.
- Highly Organized - detail oriented with good time management
- Adaptable - willing and able to jump in to get things done as needed. Seeker and supporter of new creative ideas
- Confident - making recommendations and taking direction.
- Ethical – High ethical standards with integrity – reliable and responsible.

E. APPLICATION PROCESS

- **Application Deadline: End of day 15th May, 2021**
- If interested, please forward a copy of your cover letter and resume via email to hr@nvchamber.ca ; noting “*WILDC Program Developer/Manager*” in the subject line.
- No phone calls or personnel agencies please. We thank all applicants for their interest, however, only those selected for an interview will be contacted