



Partnership Coordinator

As the Partnership Coordinator you are a collaborative, detail-oriented individual ready to play a key role at Skills Canada Alberta (SCA). Reporting to the Partnership Lead, you will be responsible for:

- Coordinating distinct elements of Skills Canada Alberta's Provincial Skills Canada Competition including 80+ Skill City Exhibitor booths, 20 sponsored Try-A-Trades®, and the Girls Exploring Trades and Technologies Conference
- Developing awareness materials in collaboration with the Communications team
- Managing the recognition benefits and deliverables unique to each partnership
- Cultivating prospects across Alberta related to a variety of trade and technology sectors
- Researching and writing grant applications and sponsorship proposals
- Developing all partnership agreements and partnership fulfillment reports
- Creating and maintaining key fund development documents and CRM records

About Us

Skills Canada Alberta (SCA) showcases trade and technology careers through exciting programs and competitions. SCA is building the world's strongest Skills Community through well-established and forward-thinking partnerships with industry, labour, government, and education groups. SCA is a registered charitable organization and we work to reposition the trade and technology sectors as first choice career pathways for youth in Alberta.

About You

- Degree or diploma in a related field, such as communications, public relations, business, or marketing
- Excellent attention to detail; highly organized; exceptional time management skills
- Strong written, oral, and interpersonal communication skills
- Experience with large scale events
- Able to juggle multiple priorities and responsibilities under tight timelines
- Well-developed decision making and problem solving skills
- Collaborative working style
- Must have proficiency working with Microsoft Office Suite and CRM systems
- Willingness to be hands-on, as the role requires physical labour at times

Terms of Employment

This is a full-time permanent and salaried position based in Edmonton. Our standard work week is 37.5 hours. We pride ourselves on providing a flexible environment with a focus on work-life balance. Occasional travel (predominantly within the province) will be required.

Submit resumes to AshleyC@skillsalberta.com. Posting will remain open until we find the right member for our team.