POSTING

Title: Manager, Education

VRCA:

With close to 700 members, the Vancouver Regional Construction Association is British Columbia's largest and most inclusive regional construction association. Via an ever-evolving suite of programs and services, we support union and non-union general and trade contractors, manufacturers, suppliers and professional services providers, who operate in the multi-billion dollar industrial, commercial and institutional construction industry throughout the Lower Mainland.

Our office is centrally located at 3636 East 4th Avenue, Vancouver, near the corner of Lougheed Highway and Boundary Road.

Position Summary:

Reporting to the Director of Operations, the Manager, Education, will be responsible for evolving VRCA's education program and education partner network such that VRCA fulfills its commitment to foster a culture of continuous learning across the industry by providing world-class technical and non-technical education and training.

Specifically, as the Manager, Education you will be responsible for the continued development, delivery, evaluation and financial management of an education program that currently comprises 60 classroom courses delivered by 20 instructors throughout the year and countless online courses offered by four online education partners.

Primary Responsibilities and Accountabilities:

- Understand the findings/recommendations of an upcoming industry education needs assessment designed to identify the future educational requirements of various industry demographics e.g. entry level, middle management, C-Suite.
- Develop an education plan with supporting strategies, tactics and Key Performance Indicators for how VRCA will evolve its education program and education partner network – starting in October 2018 - to meet the industry's future educational needs.
- Work collaboratively with key stakeholders (members, education partners, industry partners including government and VRCA team members) to identify, schedule, promote, deliver and evaluate programming that is delivered directly by VRCA through its semi-annual course catalogues and/or through its education partner network.
- Develop and manage a sizeable annual budget that ensures the profitability of each course and of the entire annual education program.
- Work closely with the Chair of the Education Committee to support the Committee's goals and objectives.

Knowledge and Skills:

- Degree/diploma in related field e.g. education administration, or a degree in Adult Education
- At least 5 years experience and proven track record working in a faculty development, teacher training, and/or instructional development role and at least 3 years experience managing staff
- Strong business acumen and entrepreneurial spirit

Note – A broad understanding of the construction industry, its opportunities/challenges and its Gold Seal certification program and a demonstrated interest in fostering a culture of continuous learning across the industry by providing world-class education and training would be an asset in this role

Key attributes:

- Excellent interpersonal skills
- Excellent project management skills
- Excellent knowledge of Microsoft Word, Excel and PowerPoint
- Applicants must be:
    - Customer focused
    - Responsible, accountable and goal-oriented; able to take initiative easily
    - Exceptionally organized
    - Proficient in program budget development and financial control
    - Able to work independently and/or collaboratively within a small team

General:

- **This is not a 9-5 job!** Applicants must have the flexibility to start early or leave later as required by our education program schedule
- Work is performed in a professional office environment
- Valid and clean BC Driving License and access to a vehicle is essential