

Project Coordinator - Cannabis

Aboriginal Education and ACCESS Programs

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 3 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Chair, Indigenous Education and Access Programs, the Project Coordinator is responsible for supporting course development within the School of Indigenous Education. This position will be act as a liaison between industry and Indigenous Leadership in the development of Cannabis courses. The Project Coordinator will support the work of Instructional Designers to develop additional Cannabis courses and will assist with identifying subject matter experts to assist with program/course development. The Project Coordinator will work collaboratively with others within program development, public relations, marketing and community relations and will be liaison for instructor and student support as it relates to the Cannabis course. This positions will prepare booklists and maintain a current and accurate list and database of contacts for new programs. This will include contacting prospective steering committee members. The Project Coordinator will assist with the preparation of promotional materials and attend conferences, arrange and participate in information sessions as well as present new information and answer questions at staff meetings.

REQUIRED QUALIFICATIONS

- Post Secondary education in a related field; equivalent combination of education and experience maybe considered
- Experience working within Cannabis Industry
- Experience working with Indigenous Communities and Leadership
- Established industry network within the Cannabis field
- Experience in development of informational Cannabis materials
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Bachelors Degree in a related field
- Indigenous Ancestry

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to travel

COMPETITION NUMBER

2019-092

CLOSING DATE

May 30, 2019

SALARY

\$51,576 - \$70,603 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

Anticipated up to December 31, 2019

Possibility of an Extension to March 31, 2020

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

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