



Program Coach

Job Type: Full Time	Start Date: February 18, 2013
Location: Terrace, BC	Closing Date: January 18, 2013

The BC Aboriginal Mine Training Association (BC AMTA) takes a leading role in a collaborative group of industry, Aboriginal, educational and government partners working together to reduce barriers to employment and advancement for Aboriginal participants in the exploration, mine development and mining sectors. BC AMTA has already made a significant impact since its inception with over 365 candidates already trained and placed in full-time employment.

BC AMTA is now on a growth plan that will focus on increasing Aboriginal participation and representation rates by providing qualified workers for their corporate partners; supporting candidates to expand their potential for successful careers; and working with First Nation communities to create economic health within their traditional territories.

As BC AMTA grows, the leadership team is looking for a seasoned and passionate Program Coach to join their team in Terrace. Working with the Program Coordinator out of Terrace, as well as the rest of the team around the Province, you will report to the Regional Manager in your office. Preference will be given to Aboriginal candidates but others are strongly encouraged to apply. This is a one-year contract with the possibility of extension.

Role Overview

Reporting to the Regional Manager, the Program Coach plays a critical role in the success of the BC AMTA training and employment programs. The Program Coach takes the lead in participant recruitment, assessment, coaching and management. He/She leads in the development and maintenance of relationships with participants, employers, post-secondary partners and training providers.

The Program Coach assists participants and employers to overcome barriers to successful employment and promote positive work-site and training conditions. He/she works directly with candidates and educators to assess skill sets and develop career paths in the exploration, development and mining industries. The coach assists candidates to identify and evaluate life and career choices and connect them with fulfilling opportunities.

List of Duties/Responsibilities:

- Act as a first point of contact for BC AMTA for potential participants, educators and employers
- Recruit/select candidates to participate in BC AMTA programs; leads and/or participates in recruiting and industry specific events as required
- Conduct initial interviews and assessment of candidates



BCAMTA

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- Develop individual action plans that involve education, training or career plans to increase the likelihood of employment for all participants; assists project participants to overcome barriers to employment
- Work directly with local partners and service providers to establish a candidate pool and assessment process for targeted job placements and potential future opportunities; gathers information on job vacancies to ensure training is offered well in advance of actual hiring
- Provide career counseling advice to individuals to support them in their pursuit of exploration, mining and/or related employment; provides consistent support and guidance to program participants
- Work with BC AMTA staff, partners and training providers to create and support the delivery of essential skills, education and training programs
- Support all candidates to work through training programs and develop skills related to entry level jobs and/or future promotions and job opportunities
- Work directly with employers as a liaison between workers, education/training providers and provide ongoing support to each stakeholder to ensure positive communications are maintained
- Track and report on participant progress and employment status; supply administrative details to the ARMS system and Database in collaboration with the Coordinator, Reporting and Admin
- Develop and maintain organized administrative and project management systems to enable program delivery and project tracking and reporting
- Provide monthly reports to BC AMTA administration on program status, challenges and successes; report regularly to management on issues and challenges to ensure appropriate resolutions are found
- Provide community outreach and information sharing initiatives; make public presentations and distribute promotional materials
- Take the lead on BC AMTA program, community and graduation initiatives
- Maintain a positive attitude and approach to work and lead by example in all public and internal interactions related to BC AMTA; follow organizational protocols with respect to communications and public relations
- Work with BC AMTA team to ensure the organizational mandate is fulfilled.

Potential candidates should send their resume and a cover letter, indicating what job they are applying for and in what Region, to:

ljackson@bcamta.ca

We look forward to hearing from you,

BC AMTA Team