



Job Posting: Continuing Education Coordinator

*Full time, 40 hours/week: 1:00 – 9:00 p.m. Monday to Thursday &
7:30 – 4:00 p.m. Saturday*

One-year contract with possibility of renewal

Accountability

The College of Carpenters and Allied Trades (CCAT) is a jointly governed union-employer construction skills post-secondary school that offers pre-apprenticeship, apprenticeship, health and safety and continuing education courses to over 4,500 students per year. CCAT offers 40+ different Health and Safety and Continuing Education courses to union members. These courses are primarily run in the evening and on weekends. CCAT is seeking the right candidate to fill the newly created position of Continuing Education Coordinator.

Responsibilities

The Continuing Education Coordinator is responsible for but not limited to the following duties:

- Scheduling/coordinating all health & safety and continuing education courses and allocating instructors.
- Supervising continuing education course Instructors and monitoring course delivery.
- Ensuring course records are accurately maintained and submitted to CCAT administration.
- Providing continuing education instructors with course schedules, facilities allocations, and other reference materials.
- Liaising with the Program Director and Purchaser to ensure that all course materials/supplies are received and distributed prior to course commencement.
- Participating in the development/revision of course curricula as required.
- Addressing continuing education student discipline issues.
- Engaging in outreach activities and/or arranging to have other suitable CCAT representatives participate in outreach activities.
- Participating in committees, conferences, meetings and professional development opportunities as requested.
- Adhering to and enforcing all CCAT policies.

Qualifications

- Red Seal (C of Q) Carpenter or Floor Covering Installer
- Minimum 5 years construction experience as a journey-person
- Some experience in a supervisory position
- College or university adult education diploma or certificate preferred
- Strong presentation/public speaking skills
- Driver's license and vehicle required

- Must be willing to travel across Ontario as required
- Must be able to enter the United States
- Willingness to take skill upgrading courses as required
- Familiarity with MS Word and Excel
- Must be flexible with work hours or shifts

Applications

Qualified applicants are invited to submit an electronic resume and cover letter in MS Word or PDF format to epahl@theccat.ca

Please use “Continuing Education Coordinator – your name” as the subject line.