



Cumberland Adult Network for Upgrading

ALP/GAP Project Coordinator

(Position availability pending funding approval)

The Cumberland Adult Network for Upgrading (CAN-U), in Amherst, NS is seeking an experienced Project Coordinator for the ALP/GAP Program who will work under the direction of the organization and work closely with community partners. The Project Coordinator in collaboration with the ALP/GAP instructor will assess each client to determine the required essential skills training for the participants and develop a training schedule for these skills in conjunction with ALP Level II classroom sessions. The Coordinator will liaise with the business community to arrange Occupational Preparatory Placement for each participant. The Coordinator will support the delivery of all program components, mentor participants in work placements, and provide administrative support to the program.

The successful candidate will follow good adult learning principles, develop essential skills training based on the needs of the participants. The Coordinator will work closely with the GAP instructor to best meet the needs of each participant to ensure a successful learning journey.

Specific Duties and Responsibilities

- Work closely with instructor on all aspects of the project
- Arrange essential skills training as participant needs determination dictates
- Assist instructor to assess learners using a variety of assessment tools and strategies (including intake, interim, and exit assessment) and work with students to prepare individualized learning plans
- Meet with employers to identify interested partners for placement
- Evaluate the learner's progress on an ongoing basis
 - ensure learner portfolios, assessment documents, and other learner related records are maintained and kept confidential
 - refer learners to community resources as required
 - attend monthly meetings of the organization and prepare monthly and other reports as required
 - attend professional development opportunities as requested

Qualifications

- University degree or equivalent experience and training with at least two years relevant experience working with adults in an educational setting
- An understanding of adult education principles
- Excellent organizational and communication skills
- Proven ability to manage a multi-level project would be an asset

This is a full time, contract position August 9, 2010 through March 31, 2011.

Application deadline: **4:00 pm on Tuesday, August 3, 2010.**

Please apply with cover letter, résumé and three references by email to: can-u@ns.sympatico.ca or by fax to: **(902) 661-3221.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.