

THE SCHOOL/COLLEGE/WORK INITIATIVE  
Invites applications for the position of  
**School/College/Work/ Initiative Co-ordinator**

**Background:**

The Grand River Regional Planning Team (RPT) includes representatives from two school boards (Grand Erie District School Board and the Brant-Haldimand-Norfolk-Catholic District School Board), three colleges (Mohawk, Fanshawe and Conestoga) and community agencies from the Brant, Haldimand and Norfolk County areas. The RPT is responsible for the implementation of the projects jointly funded each year by the Ministry of Education and the Ministry of Training, Colleges and Universities through the School/College/Work Initiative (SCWI). Each year, the RPT proposes and receives approval to deliver projects involving students, parents, teachers and administrators from school boards and colleges that have been designed to increase the awareness and involvement of elementary and secondary students about programs available for study at local colleges. The Co-ordinator role is a contract position. The Grand Erie District School Board is the budget holder for the RPT funds. Applications may be submitted by an individual or a team for the role of RPT Co-ordinator.

**Criteria for Selection of the SCWI Co-ordinator (s):**

- Independent contractor, with appropriate insurance and own office facilities and equipment capable of Microsoft Office compatibility and email communication
- Ability to use MS Excel and other data management tools including data dashboards and project planning
- Post-secondary credential (diploma or degree) in a related discipline
- Ability to work independently with little supervision; self-motivated, able to set and accomplish goals according to deadlines
- Excellent communication, diplomacy, organizational and team building skills in order to work collaboratively with representatives from many different organizations collectively
- Able to work flexible hours and travel to multiple locations across the area, depending on the timing and requirements of individual projects (travel is required on a regular basis)
- Knowledge of, and experience in, delivery of school board and/or college programming

**Contract Term:**

The contract will be reviewed and may be renewed annually, pending funding approval. The initial term is August 1, 2014 to July 31, 2015.

**Remuneration:** Annual remuneration not to exceed \$50,000

**Scope of Service:**

The Contractor will be responsible for:

- Communication with RPT members, SCWI, Government of Ontario staff, working group members and individual inquiries related to Grand River RPT programming
  - Responding to inquiries from funders including program specific statistics on short deadlines
  - Distributing information received from provincial sources
  - Answering program specific inquiries from all partners
- All reporting to SCWI on approved Activities and Dual Credits
  - Mid-term and year-end report completion involving collection, collating and summarizing of individual partner and program reports
  - Maintaining financial records - tracking payments and invoices to Grand River RPT and cross referencing to project budgets
  - Create new reports as needed for funders, administrative partners and project partners
  - Effective management of change requests and adherence to SCWI project timeline requirements

- Coordinating the delivery of the Grand River Regional Planning Team 2014-2015 approved projects funded from SCWI (multiple projects valued at approximately one million dollars).
  - Work with the Steering Committee and Program Team members to deliver the SCWI projects to meet all established timelines.
  - Develop project delivery plan with project working group for each activity
  - Initiate and facilitate program team meetings
  - Develop, in consultation with program teams and Board staff, marketing and registration materials for activities
  - Facilitate a central registration process for activities hosted at multiple locations
  - Monitor delivery of activities offered through partner organizations
  - Provide support and guidance to internal and external stakeholders providing service to Grand River RPT
  - Maintain knowledge of Dual Credit programs offered across the Grand River RPT participating on program teams as needed.
  
- Representing the Grand River RPT at meetings, provincial symposia and briefings with questions, concerns and presentations as appropriate. Brief Steering Committee as necessary on outcomes of these events.
  
- Participating on SCWI committees as requested as a Grand River RPT representative.
  
- Meeting regularly with the Grand River RPT Steering Committee and Partners to present program team projects for submission for SCWI review/approval. Throughout the year, the Co-ordinator(s) will assess project progress, finances, and performance standards related to SMART goals.
  
- Participating in a minimum of quarterly Grand River RPT Steering committee meetings in an administrative and resource function.
  
- Reporting to the Chair of Regional Planning Team (RPT5).

Applicants should submit a cover letter, resume, and the names of three (3) references (at least one of which must be a current or most recent supervisor). All application packages must be clearly identified as **School/College/Work/ Initiative Co-ordinator** and submitted by **June 9, 2014**, at 4:00 p.m. to:  
Human Resources Services

The Grand Erie District School Board (contact Board)  
349 Erie Avenue, Brantford, Ontario N3T 5V3  
Fax: (519) 759-5362 Email: [hr@granderie.ca](mailto:hr@granderie.ca)

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All submissions are subject to a screening process and some applicants may not be granted an interview.

The successful candidate will be required to submit an original Police Record Check (which includes a vulnerable sector search) prior to commencement of employment.

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