CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification:	Field – Level 7	**Title:**	Coordinator, Business Development
Location:	North Battleford	**Competition #:**	63-BC-2627
Date Posted:	November 18, 2026	**Closing Date:**	November 30, 2026 at noon
Term:	ASAP – June 30, 2028 Full-Time, Temporary, Leave Replacement	**Salary Range:**	As per the Collective Agreement Appendix A

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Vice President, Academic, the Program Coordinator is responsible for planning, budgeting, organizing, developing, delivering, and promoting education programs. The Coordinator will develop an effective network of business and industry contacts, perform an expansive needs assessment process, implement a consultative sales approach, and link clients to College programs, courses and services that meet their needs. In order to successfully meet the goals and objectives of the College's internal and external clients, the position takes the lead role and responsibility for monitoring, guiding, evaluating, meeting enrollment targets, and managing the assigned program area. The position has a key role and responsibility for engaging First Nation communities, as well as community-based organizations. The Coordinator:

- Identifies education program goals and objectives consistent with the College strategic plan.
- Conducts needs assessment and consults with business and industry, community organizations, First Nations communities, program partners and sponsors to determine the educational programming that meets the training needs.
- Employ effective consultative techniques including pre-call planning and productive questioning strategies that lead to positive relationship building.
- Develops partnerships by participating in meetings and discussions with stakeholders such as co-workers, clients, agencies, government departments, business and industry, educational institutions, partners in program development and delivery, First Nation communities and organizations.
- Ensures that internal and external stakeholders develop an understanding of program availability, intake processes and financial policies.
- Researches, develops, recommends, implements, and evaluates proposals and contracts.
- Determines program-staffing requirements and ensures instructional resources are available to deliver courses and, when required, meet accreditation standards.
- Supervises instructional staff including but not limited to directing workflow, monitoring quality of work, orientation, coaching, performance assessment, and assignment of scheduled days.
- Monitors instructional staff hours in accordance with the established budget.
- Assists Instructors in addressing student learning needs or any other issues (i.e. attendance classroom behavior).
- Conducts program analysis and completes STA Program Management plans while evaluating educational programming to determine if it is meeting client needs, and is addressing labor market trends and/or any identified training gaps.
- Develops and coordinates program delivery plans that include participant capacity, course materials, class location, course scheduling, and instructional equipment & technology.
- Develops and prepares educational program plans including curricular frameworks, delivery methodology, budget, and evaluative criteria.
- Monitors programming quality to ensure delivery achieves intended educational goal(s) through an established curriculum; integrates principles of adult education; adheres to College policies & procedures, as appropriate; and maintains the established budget.
- Conducts student application evaluation and determines admittance into programs.
- Coordinates student performance management through the initiation and administration of student performance contracts and, when necessary, determining any subsequent suspensions or discontinuations from programming.
- Develops, and collaborates with the marketing coordinator as needed, promotional materials for programs/courses that includes schedules and tuition fees.
- Conducts regular and ad-hoc internal and external institutional research as directed by the Vice President, Academic.
- Performs other responsibilities as may be assigned to contribute to the success of student learning and a positive participation experience.
- Travel will be required.

Qualifications, Skills, Abilities and Experience:

- A recognized Bachelor's Degree in commerce, administration or a related business degree with content specific to budgeting, research, needs assessment, program/project development and implementation.

- Minimum two years' experience in sales, project management, and negotiating partnerships.
- A combination of an undergraduate education and relevant experience may be considered.
- A demonstrated entrepreneurial and innovative skill set to generate revenue in all areas of the College's operations.
- Demonstrated client focus and interpersonal skills to set and execute a relationship strategy that defines issues, opportunities and investments in order to negotiate and develop sophisticated, innovative contracts for training and educational services.
- Knowledge of the principles contained in organizational policies and procedures and collective bargaining agreement terms and conditions.
- Knowledge of the principles of assessing performance including coaching others for success in their roles.
- Superior written communication and effective public relations or public speaking skills.
- Strong organizational and time management skills.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- Knowledge of and the ability to apply adult education principles, methodologies and practices.
- Knowledge of the Saskatchewan post-secondary education system and its protocols would be an asset.
- Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- Critical thinking skills.
- This position will be required to travel frequently; most travel is within the College's geographical area, and some overnight stays might be necessary. Some provincial travel is required. Although travel is of short duration, much of the work of the job is completed outside of the office.
- Must possess a valid Saskatchewan Driver's License and be willing to travel as required.
- A satisfactory criminal records check is a condition of employment with North West College.
- Must be bondable.

If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at **www.northwestcollege.ca.** Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:
Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax:306.445.2254

Please Quote Competition #63-BC-2627

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca