

Job Title: Workforce Development Manager

Who we are.

The Vancouver Regional Construction Association (“VRCA”) is the largest, most inclusive, and most fully representative regional construction association in BC. Our 750 members include general contractors, trade contractors, manufacturers, suppliers, and professional service providers active in the ICI and multi-family residential construction industry in the Lower Mainland, from Pemberton to Hope.

VRCA members are diverse, spanning all political affiliations, open-shop and union businesses, actively supportive of men, women, indigenous, newcomers, and all equity-seeking groups. VRCA membership is vital to serious participation in the industry and provides a wide variety of high-value services, programs, education, events, and advocacy. We have a tight team that genuinely cares about one another and especially cares about our members. We work hard, we laugh hard, and we do things that make a real difference to real people.

Who you are.

You are driven to help others.

You are proactive, energetic, and interested.

You find it impossible to stop until you deliver results.

You are hungry for information and eager to identify potential trends.

You have a demonstrated passion for fostering a culture of continuous learning.

You take pride in being a meticulous communicator.

You are a highly organized time manager, able to juggle multiple priorities and activities.

You work well independently but you love to collaborate with a team toward common goals.

You have strong business acumen, an entrepreneurial spirit, and are proficient in budget development and control.

You have an excellent knowledge of Office 365, Microsoft Teams, and intuitive with technology.

You have a degree/diploma in related field (e.g., Education Administration, Adult Education)

You have at least 3 years of experience and proven success working in adult education and/or instructional development role.

You may have a broad understanding of the construction industry, its opportunities/challenges, and its Gold Seal certification program, or similar.

You have a clean driver’s license and vehicle.

The position.

Reporting to the President, the Workforce Development Manager is responsible for innovating, developing, managing, and administrating the VRCA Workforce Development department that currently comprises over 100 courses delivered by 20 instructors throughout the year, and countless online courses offered by multiple online education partners. The Manager will also be responsible for programs to attract, retain, and develop the construction workforce. With expected success, you will also manage direct reports as the department grows.

Primary Responsibilities and Accountabilities:

- Develop and administrate a workforce development program to attract, develop, and retain the region's construction workforce, with supporting strategies and key performance indicators for program success.
- Develop and manage an annual budget that ensures the profitability of each course and of the entire workforce development program.

Attract:

- Manage the VRCA School Connection Volunteer program by engaging and preparing member volunteers, liaising with local schools to identify presentation opportunities, and scheduling/managing school presentations.
- Innovate VRCA programs to increase attraction to careers in construction.

Develop:

- Understand the ever-changing trends and needs of the construction industry, identifying future education requirements of various industry demographics.
- Maintain and grow VRCA's partner network to meet the industry's future learning needs.
- Work collaboratively with key stakeholders (members, education partners, industry partners including government, and VRCA team members) to identify, schedule, promote, deliver, and evaluate education programming.
- Facilitate all aspects of course preparation including but not limited to venue preparation or online delivery management, catering, student and instructor communications, instructor coordination and assistance, certificates, and ordering and managing the distribution, collection, and storage of all course materials.
- Submit course descriptions to accreditation bodies as required.

- Assist members with registration and track attendance for both classroom and online courses.
- Provide timely assistance to members/attendees and instructors, at any stage including but not limited to venue maintenance, AV setup/maintenance, and catering.
- Collect and document all course feedback.

Retain:

- Work with the VRCA management team to develop new partnerships and collaborations to enhance member value and prepare the industry for future challenges.