

ALUMNI ADVISOR

Women Building Futures (WBF) is a non-profit organization that empowers women to become economically prosperous through industry-recognized training. The Alumni Advisor works with students as they complete their training to prepare them for employment. You will build relationships and support learning including facilitating interview skills, and helping to identify the right employment opportunities. The Alumni Advisor works closely with the internal teams and with industry partners to ensure the highest opportunity for employment success and apprenticeship completion. The Alumni Advisor will also play a key role in the development of the WBF alumni strategy including building the alumni community, ongoing training and mentorship.

Key Responsibilities

- Work with alumni one on one to identify career goals, outline capabilities, challenges and solution strategies to ensure successful employment
- Identify and evaluate career opportunities with alumni, ensure alignment between the industry partners and the alumni career goals
- Implement initiatives and tools to increase long term alumni engagement within the internal community including an alumni newsletter and an alumni ambassador & recognition program
- Identify Alumni who are interested in working alongside our organization to increase engagement and share their stories and work with our communications team to capture and share these motivational career paths.
- Provide ongoing coaching and support to alumni throughout their careers, focusing on industry expectations, resume support, interview preparation, networking, apprenticeship support and job search strategies
- Identify, develop and work with industry partners to provide ongoing training and alumni courses to further careers into leadership
- Track alumni and record employment statistics as well as apprenticeship training progress for reporting and planning purposes
- Maintain alumni records including contact information, employment information, apprenticeship tracking and completion critical to ensure accurate reporting
- Gather feedback from alumni for the purpose of continuous improvement of WBF programs and supports
- Provide excellent relationship management to both employers and alumni throughout the referral process
- Collaborate with the Industry Relations team to implement strategic supports that address challenges with apprenticeship retention and completions
- Liaise with all internal WBF stakeholders in the communication, development and fulfillment of alumni strategy
- Actively support WBF's engagement of Indigenous women in exploring, preparing for and successfully entering Alberta's trades workforce
- Brings forward suggestions for improvements to service and business processes and special projects as needed
- Supports programs and alumni throughout Alberta, some travel required

Education & Experience

- Completion of post-secondary education or diploma in business, human resources or related field is an asset
- 2-5 years related experience in career development in trades or construction environments
- Demonstrated work experience in a fast-paced, changing environment
- Demonstrated experience and comfort level in a coaching / mentoring and facilitation role
- Ability to work remotely with an entrepreneurial mindset
- Experience working with Indigenous women or other cultures experiencing barriers to learning and employment
- Formalized coaching or mentoring courses an asset

This position is based on a contract term. **Closing Date: February 5, 2021**

Please note only short-listed candidates will be contacted.

Interested applicants can apply here:

<https://womenbuildingfutures.bamboohr.com/jobs/view.php?id=53>