

Education and Volunteer Coordinator

The Opportunity

The Association of Science and Engineering Technology Professionals of Alberta (ASET) is seeking a key professional to join their team as the Education and Volunteer Coordinator. Based in Edmonton, with a province-wide mandate, this newly created position is in response to the importance and value that ASET places on the building and maintenance of close working relations with our Post-Secondary and Volunteer stakeholders across Alberta. ASET's Team is a small, tight-knit group which values authentic, strong-willed individuals who think creatively and will actively seek out opportunities to advance and support our strategic priority to retain, support, and grow our membership.

This role will be a highly visible position with our academic partners (Career Pathway Coordinators, Academic Chairs, and Instructors at Alberta Polytechnic Institutes and Colleges) and ASET Members who volunteer their time to support our organization in achieving its mandate. The Education and Volunteer Coordinator role presents an exciting opportunity to contribute significantly to the association's educational initiatives. By spearheading academic content creation, the incumbent will play a pivotal role in shaping program curricula and digital material and creating engaging learning experiences. This position offers a unique blend of educational insight, technological proficiency, and creative innovation, reinforcing ASET's commitment to excellence in professional development.

ASET offers a comprehensive compensation package, including a travel allowance, RRSP matching after one year, health and wellness spending accounts, and time off over the December holidays, demonstrating a commitment to the well-being and financial security of our team members.

Position Overview

Academic Content Creation

- Conduct comprehensive research on evolving industry trends and educational advancements to inform the planning and development of program curricula.
- Collaborate with relevant stakeholders to build courses aligned with the needs of ASET's audiences. Utilize tools such as Articulate 360 to structure engaging and effective learning experiences.
- Lead the planning, filming, and editing of digital educational materials. This includes creating multimedia content such as videos, quizzes, and documents aimed at enriching the learning experience for students.
- Oversee the implementation and administration of the Learning Management System, ensuring seamless functionality and accessibility. Manage user accounts, troubleshoot technical issues, and facilitate training for instructors and students on LMS usage.
- Regularly assess existing program curricula and other digital elements to identify areas for improvement or updates based on feedback, industry changes, and emerging educational practices.

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- Maintain detailed documentation of curriculum development processes, changes, and version control. Generate regular reports on the effectiveness of digital educational materials and areas for improvement.

Academic Relations - Outreach Program

Manage, coordinate, and execute ASET's student outreach program at NAIT, SAIT, Red Deer Polytechnic (RDP) and Lethbridge College. Outreach also includes new Canadian immigration support centers across Alberta and is anticipated to expand to include junior/senior high schools across Alberta.

- Liaise with academic contacts at Alberta's polytechnics to book a 35-minute presentation at NAIT, SAIT, RDP and Lethbridge College for all first and second-year students enrolled in Technology Accreditation Canada (TAC) programs.
- Liaise with contacts at immigration support centers across Alberta to book a 35-minute presentation for new Canadians who may have received foreign training/education.
- Schedule and track all presentation requests, including calendar appointments and meeting links. Ensure adequate coverage for all presentation requests, both virtual and in-person.
- Deliver presentations, both virtual and in-person, for post-secondary students enrolled in technology programs, new Canadians with foreign training and work experience, new Canadians pursuing academic upgrading, and junior and high school students.
- Attend industry and networking events as required.
- Ongoing communication with volunteer presenters, polytechnics, and immigration support groups to schedule and confirm presentations.
- Follow up with instructors/contacts after each presentation.
- Recruit, train and oversee ASET member volunteers who deliver these presentations.
- Develop and update presentation materials including slide decks, speaking notes and FAQs for various audiences.
- Reporting and continuous improvement of presentation content and delivery method(s).
- Become a 'subject matter expert' regarding ASET, the benefits of becoming a member, ethics, the ASET code of conduct and the paths to achieving certification.

Volunteer Relations

Manage, coordinate, and execute ASET's volunteer program - involving engagement with and recognition of the 500-plus members who support ASET in fulfilling its mandate.

- Create and update volunteer role descriptions, as needed, to support volunteer activities required by ASET's Registration and Programs and Services departments.
- Track volunteer applications received monthly and send them to relevant team members for follow-up.
- Track and input volunteer hours in iMIS each month, including liaising with internal team members to ensure their hours are entered each month.

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- Oversee ASET's volunteer recognition activities, including sending birthday cards to active volunteers each month and quarterly recognition gifting for all active volunteers.
- Assist the Manager of Events with planning and hosting volunteer engagement events.
- Manage and maintain volunteer software (Better Impact; Mighty Networks)

ASET Awards

Oversee ASET's Award program, including seven (7) awards presented annually to ASET's members, volunteers, educators, employers, and students enrolled in engineering technology programs at Alberta's polytechnics.

- Manage the nomination process for ASET's awards program each year, including creating and updating the nomination form and liaising with internal and external stakeholders to collect nominations.
- Review, package and send all nominations to ASET's Awards Committee for review and selection.
 - Schedule and facilitate the awards committee meeting, including creating an agenda and taking meeting minutes.
- Inform recipients and assist with ordering awards and coordinating the awards presentation at the AGM.
- Assist with promotional and recognition activities, including filming a winner's video and hosting a post-secondary event (Capstone only).

Education and Experience

- College diploma or university degree in a related field (Education, Business Administration, Human Resources Management, Leadership, or related).
- 5 - 7 years of experience working with youth - including junior, high, and post-secondary schools - volunteers, and recruiting/delivering presentations
- Comprehensive knowledge of post-secondary institutions, not-for-profits, and regulatory environments.
- Previous experience working with volunteers, secondary schools, and post-secondary institutions is an asset.
- Previous experience delivering presentations and public speaking. The ability to deliver an engaging presentation and present complex material in a clear and concise manner is considered an asset.
- Demonstrated proficiency in navigating and utilizing Learning Management Systems (LMS) to streamline course administration, track learner progress, and enhance the overall online learning experience.
- Successfully implemented and maintained LMS functionalities, ensuring seamless integration with educational programs and facilitating user-friendly interactions.
- Possess a robust skill set in both video production and post-production, with a proven track record of creating compelling visual content.
- Extensive experience in all phases of video production, from conceptualization and scriptwriting to shooting, editing, and finalizing polished deliverables.

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- Proficient in using industry-standard filming equipment and editing software, consistently achieving high-quality results in various video formats.
- Applied creative and technical expertise to produce engaging educational content, including visuals, sound, and narrative.
- Superior organizational and time management skills with the ability to make complex decisions under pressure while effectively and efficiently managing and prioritizing multiple tasks to meet deadlines in a fast-paced work environment.
- Strong verbal and written communication skills, fostering teamwork to work in a collaborative environment.
- Ability to work independently and as part of a team.
- Available to travel to deliver presentations in-person (and virtually) throughout Alberta.
- Build meaningful and sustainable relationships with volunteers and training providers through collaboration on initiatives that promote the objectives and directives of the association.
- Are professional and passionate and enjoy meeting and inspiring people.
- Proficient in Microsoft Office and a variety of software applications.
- Recruiting experience is considered an asset.
- A combination of skills and experience may be considered.
- Previous background in education would be considered an asset.
- Background as a technologist would be considered an asset.

Additionally, candidates with the following specialized skills would be advantageous:

- Experience with Articulate 360

Schedule

- Monday to Friday
- 35-hour work weeks

Work Environment:

- **Location:** The ASET office is situated in downtown Edmonton, providing a central and accessible workspace for team members.
- **In-Person Work:** This position requires in-person attendance, and remote work options are not available.
- **Transportation:** Reliable transportation is necessary, as the role involves off-site meetings and engagements. Please consider this requirement when applying for the position.
- **Parking:** Please note that parking facilities are not provided as part of the employment package. Candidates should plan accordingly for their transportation needs.

About ASET

ASET is the professional self-regulatory organization for engineering technologists and technicians in Alberta. ASET currently represents over 17,000 members, including full-time technology students, recent graduates and fully certified members in 21 disciplines and more than 120 occupations across a multitude of industries.

www.aset.ab.ca

How to apply

To apply for this role, or for more information, please contact:

programsandservices@aset.ab.ca