



The PEI Trucking Sector Council is a not-for-profit organization committed to addressing human resource issues and opportunities in the trucking industry on Prince Edward Island. Our organization provides a vehicle for effective industry participation in identifying and addressing issues related to workforce attraction and retention, career awareness, skills upgrading and training.

## **Workforce Development Officer**

**Start Date:** July 2021

**Reports to:** Executive Director

**Schedule:** 37.5 Hour per week, Monday – Friday

**Term:** 1 Year Contract (Opportunity to renew)

**Compensation:** \$25/hr + benefits & travel

### **Overview**

The PEI Trucking Sector Council (PEITSC) is seeking an accomplished, creative, and highly driven individual to take on a new role within our organization. The Workforce Development Officer will work directly with our industry stakeholders, potential new recruits, and career influencers across the Island in effort to grow and strengthen the PEI trucking workforce through new HR initiatives.

The Workforce Development Officer will identify and respond to potential workforce barriers that prevent matching skilled workers with career opportunities in the PEI trucking industry. They will meet regularly with employers and gain a good sense of the current and future workforce needs. Likewise, they will meet with employees and career influencers to identify potential recruitment streams, gaps or other workforce trends. Ultimately, they will assist with job placements and retention efforts.

The PEITSC is a small but mighty organization that prides itself on thinking outside the box and turning issues into opportunities. We always go the extra mile and as a result have made some phenomenal advancements in our industry. We are excited to be adding this role to our organization and bring a new member to our team!

### **Duties and Responsibilities**

#### **Liaise with Industry, Government and other stakeholders**

- Develop, maintain and build key organization relationships
- Educate partners on relevant industry trends
- Disseminate relevant information and programming
- Collect and catalog relevant industry information

#### **Human Resource Support for Employers**

- Employment Coordination – Job placements; active recruiting; pairing coaches and mentors
- General HR activities
  - Creation of company Profiles

- Creation of job descriptions
- Assist in posting positions
- Job matching

### **Recruitment & Career Promotion**

- Recruit talent to the industry
- Promote Career Opportunities in trucking
  - Attend relevant career fairs and events
  - High School Fairs & Presentations
  - Present to partnering organizations
- Create marketing/promotions to stimulate programming and initiatives

### **Project Development/Delivery**

- Assist in developing and delivering new programming - Research, plan and develop programming and initiatives based on knowledge gleaned from working with industry stakeholders.
- Assist in delivery of current PEITSC programming
- Take the lead on PEITSC's New Driver Assessment project – Assessing, educating, and screening new truck drivers entering the industry (training provided)
- Measure, evaluate and document project work - Make necessary tweaks as needed to be successful

### **Data Collection**

- Collect various information relevant to organization
  - Labour Market Information
  - Trends/metrics/skills or training gaps
- Document data as required - share with industry & stakeholders

### **General Office Work**

- Responding to general organization inquires
- Assist/schedule office clients/visitors
- Monitor and update Social Media
- General office (filing, answering phone calls, emails)

## **Qualifications**

### **Education and/or Experience**

- Post Secondary graduate. Preference given to those with a Bachelor's degree. Must have a minimum of two-years experience in a comparable or complementary role. Demonstrated equivalencies will be considered.
- A proven, successful track record of working with people and building new and existing business relationships.
- Knowledge of the Canadian trucking industry is considered an asset, but not requirement.

**Licenses/Certifications:** A valid driver's license and access to a reliable vehicle is required.

## Necessary Competencies

**Communication:** You express yourself clearly in writing. You express yourself clearly in conversations and interactions with others. You deliver presentations that make an impact and persuade their intended audiences. You listen and ask questions to gain knowledge.

**Relationship Building:** You are personable and enjoy working with others. You are not hesitant to make cold calls and meet new people. You develop, maintain, and strengthen successful business partnerships. You gain trust and confidence from others. You accurately interpret people based on their expressions, tone of voice, choice of words and other nonverbal behavior.

**Working Independently:** You are self-motivated and results driven. You establish priorities to meet deadlines and can carry out multiple tasks or projects at the same time. You take pride in your work and strive for the best possible results. You have a high level of integrity and ethics that inspires confidence and builds trust. You demonstrate strong problem-solving skills that give you confidence in your decisions. You represent yourself and your organization professionally.

**Continuous Learning:** You welcome opportunities to gain new knowledge. You apply your knowledge and skills in your professional work and build upon them. You learn from your mistakes and successes. You set and pursue personal and professional goals.

## Working Conditions

**Travel:** Regular travel within Prince Edward Island required. Some travel within Atlantic Canada may be required (subject to COVID-19 Restrictions).

**Off-site:** Regular off-site visits are required as part of the position (subject to COVID-19 Restrictions).

## Term & Compensation

**Term:** One Year – July 2021-July 2022. Contract can be renewed in 2022 (subject to funding approval)

**Compensation:** \$25/hr for 37.5 hours. Three weeks of paid vacation. Paid mileage at a rate of \$0.40/km.

**Benefits:** Access to company health, vision, life and dental plan at a 50/50 cost share. \$30/month to offset the use of personal cell phone.

### How to Apply?

Please send resume and cover letter to: [brian@peitsc.ca](mailto:brian@peitsc.ca)

Deadline for submission is end of day **July 11, 2021**

***Funded by the Department of Economic Growth, Tourism & Culture through the Canada-PEI Labour Market Agreements.***