



**SUPPLY CHAIN  
MANITOBA**

## **Workforce Development Manager**

**Winnipeg, MB**

Supply Chain Manitoba (SCM) is a non-profit organization dedicated to supporting organizations and individuals as they seek to improve supply chain performance. Supply Chain Manitoba is a member of the Province of Manitoba Sector Council program representing Transportation & Logistics and is affiliated with Supply Chain Canada.

Reporting to the Executive Director, the **Workforce Development Manager** is responsible for the operational management of all education, awareness, and engagement activities identified to fulfill the mandate of the Sector Council program and strategic plan of the organization. The candidate will be required to strategize, implement, and maintain program initiatives that adhere to organizational objectives and ensure program goals are achieved.

### **Duties & Responsibilities:**

- Development of annual plans, reporting and budgeting related to Sector Council Program
- Coordinate the development and manage the execution of annual programming framework
- Support the organization in the delivery of the ongoing educational programs in cooperation with Supply Chain Canada through the collaborative system with Supply Chain Canada Saskatchewan and Alberta Institutes
- Act as a liaison and /or point of contact between SCM, government representatives, academia, project participants, and industry to facilitate workforce development activities
- Identify opportunities to improve ongoing, or develop new supporting programs
- In cooperation with SCM team, develop, lead, and facilitate the successful execution of workforce events, that promote and support the education, awareness and engagement activities that support the sector workforce
- Analyze and utilize LMI data to further all initiatives
- Coordinate feedback opportunities for all programs and activities
- Identify/initiate activities to gather information/statistics related to workforce opportunities
- Research funding opportunities to support projects, training development, and events
- Manage all special project plans, schedules, budgets, and expenditures to ensure their success
- Identify and liaise with stakeholders required to successfully execute projects and activities

**Qualifications and Skills:**

- 3 plus years in an advanced management role (program management experience preferred)
- Vocational Education Certificate, Certificate in Adult Education or experience in corporate training considered an asset
- Experience with sustainable management practices and principles considered an asset
- Supply chain management experience preferred but not required
- Exceptional interpersonal, leadership, time management, facilitation, and organizations skills
- Proven ability to solve problems creatively and effectively and take initiative
- Must be detail oriented
- Able to multi-task and work with minimal supervision

**Compensation:**

Permanent Full-time Salary: \$70,000.00-\$75,000.00 per year

Health Plan • Flexible schedule • On-site parking

If this position is of interest to you, please submit your resume in confidence to:

**Wanda Steiner, President, Steiner Search Group** at [wanda@steinersearchgroup.com](mailto:wanda@steinersearchgroup.com).

For additional information, please call Wanda at 204-894-4009.

