

## Local 002 Position Profile



Position Title: Contract Services Coordinator, Program Services

Chapter: 001 Calgary & area

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### Job Information:

I have been in this role for eight years. I find the work very rewarding and love the team that I work in .

### Job Responsibilities:

As a Contract Services Coordinator you are involved in a number of activities that addresses the skill and labour shortages in the current labour market and the needs of unemployed Albertans, the community, employers, and industry organizations. This is accomplished by developing training initiatives and strategies through a contracting process.

### What do you need to be successful in your job?

Creativity, innovative thinking and planning skills are key to develop Requests for Proposals and contracts for labour market training programs and services. Excellent analytical and strategic thinking skills to analyse, assess and evaluate proposals. Strong communication and interpersonal skills to negotiate and manage contracts. Ability to work independently as well as in a team situation.

### Would you like to share something interesting that others may not know about you or your interests or accomplishments outside of work?

I enjoy downhill skiing and try to get out every weekend with the family. I volunteer with the Calgary Stampede Board and during the Calgary Stampede, you'll find me clowning around at Rope Square. Yahoo!