



Job Description

Job Title:	Southeast Labour Market Partnership Coordinator
Reports to:	Workforce Development Director
Date created:	April 12, 2021

About 3+ Corporation

3+ Economic Development Corporation is the regional economic development organization for the municipalities of Dieppe, Moncton, and Riverview, New Brunswick. 3+ is funded by the three municipalities, provincial/federal government, and businesses in the private sector as members of our Driving Force. Working in close collaboration with its partners (public, private and not-for-profit sectors), 3+ Corporation leads the region's delivery of future-focused programs which energetically advance sustainable economic growth for the tri-communities.

3+ Corporation help to grow the region's economy through the following services:

- Entrepreneurship and Business start-up
- Workforce Development
- Promotion of Greater Moncton

While acting as a facilitator between other regional, provincial, and federal agencies, this helps maintain the growth of the region's economy, increase the number and success rate of the region's start-ups, provide a streamlined point of contact for business services and ensure greater partnership from government and the private sector.

Job Overview

The Southeast Labour Market Partnership (SLMP) provides strategic direction, guidance, leadership and support for the implementation and monitoring of the Greater Moncton Regional Workforce Development Strategy 2019-2024 (which includes Kent, Westmorland and Albert County). The SLMP is currently seeking a talented, bilingual individual to act as a Labour Market Partnership Coordinator. As an extension of the 3+ Workforce Development Team, this role, funded by WorkingNB, will work exclusively to facilitate the work of the SLMP.

Who are you?

- You have proven experience in Human Resource Management, Business and/or Project Management, preferably with two years in a coordination or advisory role.
- You have knowledge of the economic development ecosystem and all its various stakeholders
- You have a post-secondary degree. An equivalent combination of education, training, and experience may be considered

- You are passionate about growing New Brunswick and the Southeast regional economy and are positive about the provinces and region's future
- You are gifted with building internal and external relationships and are recognized for your tact, diplomacy and interpersonal skills
- You are able to work collaboratively with a wide range of stakeholders and have the confidence and ability to be a strong influencer and negotiator
- You are a strong communicator and facilitator, adept at presenting detailed factual and conceptual information on issues that require explanation and interpretation
- You are recognized for your high attention to detail, organization skills and ability to prioritize deliverables
- You enjoy collaborating with a dynamic team and are continuously seeking ways to add value and improve
- You consistently contribute fresh ideas and innovative solutions for your organization and your clients
- You are at your best when you are challenged and thrive on getting results and making an impact

As the Southeast Labour Market Partnership Coordinator, you will:

- Report to the Director of Workforce Development at 3+ Corporation
- Support the Workforce Development team to implement the coordination and execution of the SLMP priority initiatives
- Work exclusively with the Council and members of the SLMP
- Work with the SLMP Chair to prepare agenda and documents for the Council.
- Coordinate research, analysis and information gathering tasks to inform the activities in collaboration with existing working groups
- Facilitate consultations and engage community partners in planning process
- Monitor and report outcomes of action plans and prepare an annual report for distribution to the public, prior to the end of the fiscal year
- Assist Working Group Chairs with coordinating and facilitating meeting, compiling the actions from the working group chairs after meetings and distributing the meeting reports to the Council
- Create partnership onboarding materials and lead in the development and delivery of the onboarding process for new members
- Organize partnership training activities for members as needed
- Evaluate viability of stakeholders' commitments and maintain an up-to-date record of available resources for the various activities of the project
- Lead on partnership communication and information dissemination related activities
- Liaise across agencies, programs, governments and employers, increasing the awareness of strategy and partnership, as well as strengthening collaborations, partnerships and relationships
- Manage relationships, promote inclusion and involvement, act as a neutral point of contact

Language:

The position requires written and spoken competence in English and French. ***Please state your language capability.***

Operational requirement:

This position is located in Moncton, NB

Application procedure: Please send your cover letter and resume by email in PDF format to kari@3plus.ca, including “**Southeast Labour Market Partnership Coordinator**” in the subject line. Submit your resume and cover letter prior to May 3. Please note that only candidates selected for further consideration will be contacted.