

## DIRECTOR, RECRUITMENT & PARTNERSHIPS, NORTHWEST REGION

(Greenstone, Lake of the Woods North, Northwest Tri District and Superior East territories)

As a leader with extensive experience in relationship building, recruitment, customer service, communication and management, help people in rural and remote parts of Northwest Ontario access education and training without having to leave their communities.

As Director, Recruitment & Partnerships, take on the rewarding challenge of a multi-faceted position including managing a regional team of 40 staff, overseeing 23 online learning centres throughout the Northwest Region, meeting annual targets of 5880 generated registrations and boosting the number of clients using the Contact North | Contact Nord services.

Receive a comprehensive compensation package including management salary, employee group benefits plan, employer/employee Group RRSP with matching contribution plan of 6% each, 22 days vacation accrual to start, availability of a relocation allowance.

**JOIN ONTARIO'S COMMUNITY BASED BILINGUAL DISTANCE EDUCATION AND TRAINING NETWORK WHICH IS NOW IN ITS 36th YEAR OF OPERATIONS AND IS FUNDED BY THE MINISTRY OF COLLEGES AND UNIVERSITIES OF THE GOVERNMENT OF ONTARIO**

Contact North | Contact Nord helps underserved residents in 1,300 small, rural, remote, Indigenous and Francophone communities access education and training without leaving their communities.

Reporting to the President – Chief Executive Officer and serving as a member of the Student Recruitment Operations team, the Director, Recruitment & Partnerships has the following deliverables:

- Achieve the annual registration target set at **5880** for 2022-23 for the region in all target groups, prioritizing underserved residents in small, rural remote, Indigenous and Francophone communities in the assigned region
- Hire, train, supervise and evaluate a team of **4** full-time Education & Training Advisors and have responsibility for an overall team of **36** part-time Education & Training Representatives and Student Recruitment & Services Representatives
- Manage the **23** online learning centres in the region
- Deliver a high standard of service to students, prospective students, education and training providers, and other community partners at all **23** online learning centres in the region
- Liaise with an assigned group of Ontario's public colleges and public universities, Indigenous institutes, School Boards, Literacy and basic skills providers and nurture existing partnerships, and develop new partnerships with influential decision-makers (municipal, community and business) in order to build awareness of services and generate registrations
- Manage the approved annual budget for the region
- Actively monitor major internal and external (system-wide) trends that impact the corporation and contribute to setting the corporation's directions and priorities

### Qualifications:

- Post-secondary diploma or degree required
- Graduate degree (preferred)
- Fluency in French is an asset
- Highly developed verbal and written communication skills
- Excellent presentation skills
- Excellent organization skills
- Proficient in Microsoft Office Suite
- Proven networking and relationship-building skills
- Five years' experience in student recruitment or sales
- Three years' experience training, motivating and supervising staff
- Two years' experience working with minimal supervision
- Two years' experience in community development or related areas
- Must possess a valid driver's licence and ability to allow for travel throughout the assigned region (kilometre reimbursement provided)
- Proof of full vaccination against COVID-19 is required

### Hours of work:

- Full-time appointment based on a 35-hour work week.

### Work location & travel requirement:

- This position is based out of a home office in Northwest Ontario and requires extensive travel in the region by land and air.

### How to apply (this position is open until filled):

- Submit to [resumes@contactnorth.ca](mailto:resumes@contactnorth.ca) with a cover letter and résumé
- Include at least two employment references
- Quote Job Competition number **#22-43-DIR NW** in the subject line of the e-mail

# Join Our Northwest Team!

### WHO ARE WE?

As Ontario's community-based bilingual distance education and training network, Contact North | Contact Nord helps underserved residents in 1,300 small, rural, remote, Indigenous and Francophone communities access education and training without leaving their communities.

### READ MORE

CONTACT NORTH Supporting Rural & Remote Ontario  
Soutenant l'Ontario rural et éloigné

We are an **equal opportunity employer.**

Upon request, accommodations due to a disability are available throughout the selection process.

### LOCATION

This position is based out of a home office in Northwest Ontario.

