



**May 2022**

**Job Title:** WORKSAFELY® - Education Programs Coordinator  
**Job Location:** Winnipeg  
**Report to:** Director, WORKSAFELY™ Education & Training

---

**DUTIES:**

Reporting to the MHCA's Director, WORKSAFELY® Education and Training, position duties include:

- Providing analysis and advice on the development and delivery of safety and workforce-related training provided by the organization to the heavy construction industry.
- Developing, promoting and coordinating the delivery of WORKSAFELY® and WORKFORCE® programs and services including safety certification and vocational training.
- Overseeing the development, implementation and promotion of programs including national engagement, injury prevention, awareness and related promotional material for publication.
- Liaising with stakeholders in the discharge of position duties, and
- Such other duties and responsibilities as may flow or as directed

**CANDIDATE ATTRIBUTES:**

- The applicant must possess excellent written and verbal communication skills, strong analytical skills, be computer literate in office programs and be able to handle multiple priorities and adapt in a changing environment
- The Candidate should also have the ability to offer service and advice to management and client companies and three+ years' experience in related fields

**RESPONSIBILITIES:**

***Training and Education Development***

- Overseeing the ongoing development, currency and delivery of
  - WORKSAFELY® training materials and education to reflect best practices, standards, codes, regulations
  - Heavy Equipment Operator Certificate Programs
  - e-learning education courses
- Monitoring the outcome of quality assurance on education programming

***Promotion***

- Overseeing the promotion of all programs including safety certification, training, injury prevention and awareness campaigns and as well participation with other organization in local and national initiatives
- Representing WORKSAFELY® and WORKFORCE® at trade shows, industry COR® quarterly meetings and events to ensure program presence, reputation, brand and profile are maintained in the highest regard
- Providing safety and vocational content for MHCA, WORKSAFELY® and WORKFORCE® publications