



MHCA WORKSAFELY® – Education Programs Coordinator

The Manitoba Heavy Construction Association (MHCA) is seeking an Education Programs Coordinator for its WORKSAFELY® Program. Reporting to the Program Director, this position will provide analysis and advice on the development and delivery of safety and workforce-related training provided by the organization to companies in Manitoba's heavy construction industry.

The applicant must possess excellent written and verbal communication skills, strong analytical skills, be computer literate in office programs and able to handle multiple priorities and adapt in a changing environment. They should have three+ years' experience in related fields and have the ability to offer service and advice to management and client companies. Knowledge of adult learning principles and/or post-secondary training in education or occupational safety and health would be an asset. Must have own vehicle and be fully vaccinated and boosted.

Duties include overseeing the development, implementation and promotion of all training programs, including injury prevention and awareness campaigns, supporting MHCA involvement in national construction industry certification programs, and providing safety and training content for MHCA WORKSAFELY® publications.

The MHCA is a non-profit industry association representing companies in the Manitoba heavy construction industry. The MHCA's WORKSAFELY® Program provides safety and health programming to approximately 350 companies in the industry - www.mhcaworksafely.ca.

The MHCA offers a dynamic working environment. Salary will be commensurate with qualifications and experience. Disability accommodations available upon request.

Apply by emailing your resume and cover letter expressing reasons for interest to **Don Hurst, Director, MHCA WORKSAFELY® Education and Training**, at don@mhca.mb.ca. **No phone calls please and only those individuals to be interviewed will be contacted.**

For further details on this position, please visit our website www.mhca.mb.ca/careers.

The closing date: Wednesday, June 15, 2022.