



BLACK GOLD SCHOOL DIVISION

Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.

Collegiate Business Liaison ~ Full-time Term Contract

Division Office – Nisku

OPEN Competition 24/25-164

Black Gold School Division is opening a Collegiate program at Calmar Secondary School in September 2025. The renamed Calmar Secondary Collegiate School (CSCS) will initially focus on enhanced career development in carpentry, electrical and pipe trades, and student transitions to the workplace. Our goal is to maintain a strong focus on career exploration, readiness, and preparation throughout our student population. Students will participate in the Registered Apprenticeship Program (RAP) and complete their first-year Apprenticeship technical Training at CSCS through Northern Lakes College.

Reporting to the ET Consultant, the Collegiate Business Liaison supports the Black Gold School Division and the Calmar Secondary Collegiate School by connecting with businesses and industry for fundraising and donations to support programming. This position plays a key role in leveraging opportunities to build partnerships between education and local business and industry. Effective communication is vital to ensure that the interests of BGSD and CSCS are promoted with all stakeholders. If you are passionate about ensuring that students are successful Apprentices, this is a unique opportunity to support them in that journey.

Responsibilities:

- Collaborate with business and industry leaders to actively promote Black Gold School Division (BGSD) and Calmar Secondary Collegiate School (CSCS) programs.
- Cultivate and sustain strong, productive relationships with local and regional business and industry partners.
- Establish strategic partnerships to secure ongoing revenue streams for BGSD and CSCS through donations, sponsorships, and other forms of support.
- Work alongside BGSD and CSCS teams to identify and develop opportunities for student-led projects, such as building and selling goods, to generate additional revenue.
- Champion the values and culture of BGSD, prioritizing student-centered learning in a safe, supportive environment. Approach all initiatives with passion, accountability, and resourcefulness to ensure the successful delivery of registered apprenticeship training programs.

Qualifications:

- An understanding of RAP and Apprenticeship training.
- Thorough knowledge of trades and their application in business and industry contexts.
- Experience in grant writing, securing sponsorships, and obtaining donations.
- Strong interpersonal skills, including flexibility, patience, sensitivity, tolerance, enthusiasm, creativity, and imagination.
- Excellent oral and written communication skills.
- Must provide your own transportation.
- Willingness to adapt to flexible work hours.
- Familiarity with high school programming is considered an asset.

Salary/Benefits:

- Position commences: January 2025-August 2026 (with possibility of extension)
- 35 hours per week Monday-Friday
- Salary range: \$53,455 - \$61,320 per annum (based on experience and qualifications)
- Competitive benefits package through ASEBP & LAPP
- Work with an amazing team supporting students in their educational career path
- As a condition of employment, new employees are required to provide a current **Vulnerable Sector Check and Intervention Record Check** at their own expense (prior to starting employment).

Deadline for applications: December 16, 2024 at 12:00 p.m.

Please include a cover letter, resume and the names and contact information for three professional referees in one PDF document.

Competition # 24/25 - 164
Email the package, quoting the competition number, to the attention of:
Ray McCubbing
ET Consultant
Black Gold School Division
3rd Floor – 1101-5th Street
Nisku, AB T9E 7N3
ray.mccubbing@blackgold.ca

Thank you for showing an interest in this position; only those selected for an interview will be contacted. Resumes of those individuals not granted an interview will not be kept on file and will be disposed of appropriately.