

Manitoba Aerospace is a membership based, not-for-profit organization representing aerospace and defence companies and stakeholders driving the sustainable worldwide business growth through collaboration, innovation, and supply chain development. With a long and proud history of aerospace success in Manitoba, the organization is uniquely positioned to promote the industry and create a 'Network of Excellence' by fostering growth and development. Manitoba Aerospace represents over 30 companies and more than 5300 employees and supports numerous community programs to assist with business development, research and innovation, and human resource activities.

## THE OPPORTUNITY

Reporting to the CEO, the Director of Workforce Development is responsible for formulating strategic plans related to human resource development across the aerospace industry of Manitoba. This is a critical opportunity to manage industry-wide activities including training programs; educational programs; career awareness initiatives; human resource strategies in recruitment, retention, and employee performance; and anticipated needs for the future. The successful candidate will serve as a catalyst for industry engagement, collaboration and partnership while working with a variety of diverse stakeholders to develop innovative programs that align with industry needs. Manitoba Aerospace is seeking an individual with a commitment to fostering relationships and high standards in program delivery. Manitoba Aerospace is a collaborative work environment that supports flexible working arrangements.

## KEY RESPONSIBILITIES

- Support day-to-day activities by promoting and coordinating mutual objectives and a shared vision towards a sustainable aerospace industry locally, regionally, and internationally.
- Coordinate and manage activities that promote awareness of career opportunities with aerospace companies.
- Foster engagement, build relationships and consult with stakeholders, including strategic collaborations with Indigenous organizations, the aerospace sector, government, and relevant partners.
- Support members in finding training solutions, implementing new hire programs, and assistance with recruitment and retention concerns with emphasis on attracting youth, Indigenous people, skilled immigrants, and women.
- Organize training programs including needs analysis, facilitation, delivery, and evaluation of program effectiveness.
- Research and develop proposals for submission to appropriate funding sources.
- Stimulate creativity and innovation by sharing ideas, encouraging out-of-the-box thinking, advancing new approaches, and synthesizing diverse inputs and perspectives.

## SELECTION CRITERIA

- Post-secondary education in human resources and adult education/workplace training, or related combination of work experience and education.
- Experience in human resources, adult training, program development and project management.
- Demonstrated success with project facilitation and/or working with sector councils.
- Capable of developing a comprehensive recruitment strategy that will attract top talent and train new hires.
- Ability to develop and maintain strategic partnerships with key organizations in the community and working relationships with relevant stakeholders including youth, women, immigrants, and the Indigenous community.
- Excellent relationship building skills and adept at mobilizing teams around a shared vision.
- Exceptional facilitation, public speaking and written and oral communication skills.
- Must be a detail-oriented, organized professional with the ability to manage multiple tasks and timelines concurrently with a team-driven approach and independently.
- Self-starter who takes initiative and is enthusiastic about aerospace sector growth and development.

**Please send a resume and cover letter quoting project #24131  
to [jen@harrisleadership.com](mailto:jen@harrisleadership.com)**