

# GENERAL MANAGER POSITION

## PURPOSE OF THE POSITION

- + To provide leadership and management in the implementation of the mission, goals and objectives of the Mine Training Society in accordance with the strategic direction set by the Board of Directors and the Society. This will include establishing, promoting and maintaining the MTS as the primary sponsor in the development of employment skills geared to the mining industry.
- + Reporting to the Chair of the Board of Directors, the General Manager will serve as the Chief Operating Officer responsible for the implementation of the Mine Training Strategy (the Strategy) and for the day to day management of the business of the MTS.

## EDUCATION AND EXPERIENCE

- + Baccalaureate degree in a related field with a minimum of five years' experience managing training or educational programming
- + Experience managing projects
- + Experience working with a volunteer board of a membership-driving organization
- + Experience managing relations with all levels of governments
- + Experience with fund raising, proposal development and budget monitoring and control
- + Experience managing staff
- + Experience with developing standards and processes for the evaluation of proposals

## KNOWLEDGE AND SKILLS

- + Knowledge of NWT mining industry and socio-economic agreements
- + Knowledge of NWT Employment Standards Act, Occupational Health and Safety Act, NWT Human Rights Act, NWT Mining Regulations and Indigenous Self-Government Agreements
- + Proven leadership skills and exceptional interpersonal skills
- + Ability to work with Indigenous peoples, organizations and governments
- + Ability to develop, write and present compelling proposals
- + Leadership
- + Community relations, communication and advocacy
- + Marketing and promotion
- + Financial planning and management
- + Organizational planning and management
- + Human Resources planning and management
- + Risk management

**DEADLINE TO APPLY: MARCH 15, 2021**

Please send application to:

Alisa Blake | [gm@minetraining.ca](mailto:gm@minetraining.ca)

1-888-765-0445



**Mine Training Society**  
NORTHWEST TERRITORIES