

## **WOMEN BUILDING FUTURES – Industry Relation Advisor, Industry Relations**

Are you comfortable and confident communicating with a variety of people; industry leaders, trade personnel, students and alumni?? Do you have a history of building strong partnerships? Do you want to be part of a bold organization that truly changes lives? Then YOU GOT THIS!

Women Building Futures is hiring for the role of Industry Relations Advisor.

Reporting to the Industry Relations Manager, the successful applicant will work with industry leading companies to support the employment of WBF Alumni.

### **The Industry Relations Advisor will:**

- Identify and foster new industry relationships and nurture existing relationships with WBF Employers of Choice and industry partners for the Journeywoman Start program.
- Ensure WBF Alumni have the right employment opportunities- build and maintain strong relationships with industry leading employers in a variety of industries.
- Identify and move forward industry relationships where there is revenue potential to support the core mission of WBF.
- Research and compile information on existing companies within the WBF network; research new companies and prospective organizations as engaged or identified by the Industry Relations Manager.
- Identify opportunities for worksite tours, guest speakers, and additional occasions for student/alumni and employer interaction.
- Work collaboratively with internal and external stakeholder; gather feedback with a lens on continuous improvement.
- Maintain WBF's database including account and contact profiles, meetings, history and feedback for reporting and planning purposes.

### **Qualifications:**

- You have proven your ability throughout your career to build and maintain strong professional relationships.
- You make promises that you deliver on and you strive to offer the highest level of support to all stakeholders
- Ability to maintain confidentiality of sensitive and confidential information.
- Flexible; able to address the challenges faced by industry partners and sometimes outside of business hours.
- Capacity to travel throughout Alberta is required - Responsibilities take the individual off-site to meet with employers, attend industry events, etc.– some evening and weekends required.
- Demonstrated work experience in a fast-paced, changing environment with shifting priorities.
- Mature individual who has the ability to handle sensitive discussions with a strong understanding of customer service and urgency.
- Ability to problem solve.
- Comfortable in a fast paced work environment with shifting priorities.
- Strong understanding of customer service and sense of urgency.

Interested applicants can e-mail their cover letter and resume to [careers@womenbuildingfutures.com](mailto:careers@womenbuildingfutures.com)

Please note only short listed candidates will be contacted.

**Open Until June 7, 2019**