



Job Title: Workforce Development Specialist (Training)

Salary Range: \$2554.22 - \$3535.01 semi-monthly

Term: Full-time, permanent position

Location: Saskatoon office

Tourism Saskatchewan is seeking a Workforce Development Specialist to work in our Saskatoon office. This position will support work within the training team through the effective development, coordination, implementation and delivery of training to the tourism industry. This includes ensuring industry operators are aware of appropriate programs offered by Tourism Saskatchewan, being responsive to the training needs of clients, ensuring sustained quality of program delivery, and researching/analyzing trends regarding emerging training tools, delivery methods and potential training program content.

Reporting to Workforce Development Consultant (Training), the duties of this position are:

- Promote Tourism Saskatchewan training programs to industry operators.
- Respond to inquiries about training programs.
- Perform needs assessments and analysis with individual clients.
- Work directly with the Workforce Development Consultant (Training) to adapt, develop, and revise training programs to ensure they meet the needs of clients.
- Conduct research, assess research data, and update information on training trends, program content and return on investment of training.
- Prepare and administer sales agreements as well as annual client reports for planning purposes, evaluation processes, and customer relationship management.
- Prepare training reports for planning purposes, evaluation processes, and customer relationship management.
- Evaluate training programs on an ongoing basis and make recommendations for changes based on research and participant feedback.
- Participate in the development, implementation and evaluation of marketing and communication plans for training programs.

- Responsible for administration of the Learning Management System, including setting up online courses, proofing and reviewing content, data management, and troubleshooting.
- Ensure an inventory of resource materials is maintained.
- Ensure the maintenance of accurate records.
- Work directly with the Workforce Development Consultant (Training) to identify and evaluate new training opportunities.
- Represent Tourism Saskatchewan at trade shows and industry events.
- Perform other related duties incidental to the work described herein.

The knowledge, skills and abilities required for this position are:

- A minimum of 3 years' experience in adult education is required, with a focus on training program development, delivery, and evaluation.
- Experience in working with Learning Management Systems is required.
- Certificate in Adult Continuing Education (or equivalent) is an asset.
- Tourism industry knowledge and experience is an asset.
- Familiarity with principles of adult learning, including experience in course development, program evaluation, and training delivery is required.
- Experience conducting needs assessments is required.
- Demonstrated use of current computer applications (including Learning Management Software, database management, course development software, and presentation development).
- Must have excellent oral and written communication skills and experience preparing and delivering various types of presentations.
- Experience in developing and implementing marketing and communication strategies is an asset.
- Must possess strong interpersonal skills including professional relationship development, leadership abilities, team skills, and demonstrated cultural sensitivities.
- Must be customer-focused, self-motivated and demonstrate initiative, innovation, flexibility, and enthusiasm.
- Project management experience is an asset.
- Must possess demonstrated strong organizational, planning and time management skills, and the ability to multi-task and prioritize while working in a team environment.
- Ability to track activities and prepare reports is required.

- Ability to maintain confidentiality of contracts, participant and program information is required.
- A valid driver's license is required as there is significant travel in this position.

Please submit your resume by 9:00am on Monday, March 24, 2025, to:

Joan MacPhail
Executive Director, Human Resources
Tourism Saskatchewan
189-1621 Albert Street
Regina, SK S4P 2S5
careers@tourismsask.com

- ✓ *Testing may be done to evaluate knowledge, skills and abilities.*
- ✓ *As per Tourism Saskatchewan's policy, the successful candidate is required to provide a satisfactory criminal record check.*
- ✓ *The successful candidate may be required to provide proof of acquired education.*