

**DEAN –
CENTRE FOR
COMMUNITY WORKFORCE
DEVELOPMENT**

coast
mountain
college



Location: Terrace
Date: June 2026

Organizational Context

Coast Mountain College (CMTN) is situated on the traditional territories of six First Nations and plays a unique role in the social and economic success of the Northwest region of British Columbia, offering diverse programming to many students from all walks of life and experience.

Reporting to the VP Academic, Students, and International, The Dean of Centre for Community Workforce Development (CCWD) provides strategic, operational, and entrepreneurial leadership for all non-credit programming, workforce development initiatives, and contract training services.

Purpose of Position

The Dean of the Centre for Community Workforce Development (CCWD) provides strategic leadership, direction, and overall accountability for the success, sustainability, and impact of workforce and community-based programming at the College.

The role ensures alignment between institutional priorities, regional labour market needs, and community and industry partnerships, positioning CCWD as a leader in workforce development and a catalyst for regional engagement.

The Dean is responsible for ensuring that programming is responsive, high-quality, and financially sustainable, while advancing opportunities for revenue growth, community impact, and strong partnerships with employers, Indigenous communities, and external stakeholders.

In this capacity, the Dean leads a multi-disciplinary, regionally distributed team responsible for the design, coordination, and delivery of workforce programming, ensuring effective integration of strategy, operations, and community needs.

Ideal Candidate

The Dean brings a strategic and entrepreneurial mindset, anticipating workforce needs and turning vision into actionable plans that drive measurable results. The Dean is a results-oriented leader who communicates clear expectations, makes data-informed decisions, and maintains strong accountability across teams. The Dean has strong financial and analytical literacy, supporting sustainable budgeting, revenue forecasting, and program evaluation. The role requires exceptional relationship and partnership development, building trust with employers, community organizations, government agencies, and internal stakeholders. The Dean maintains a

commitment to innovation and continuous improvement to keep programs relevant and high-quality through evidence-based refinement. Underpinning all responsibilities is strong cultural awareness and community engagement, ensuring programs are inclusive, accessible, and responsive to the diverse communities served.

The Dean is a visionary leader and change enabler who can advance a bold direction aligned with the College's strategic and academic plans, supported by the collaborative skills and determination needed to bring that vision to life. The Dean is adept at operating at both the strategic and operational levels, strengthening institutional and academic programming while enhancing student success.

With deep experience in the complexities of the post-secondary system and communities, the Dean is an inclusive leader, with a "can-do" mindset and a sense of adventure and integrity that reflect CMTN's mission to be the college of choice for place-based, experiential learning. Experience and interest in working with Indigenous learners and communities is required.

The Dean is decisive, equipped with strong business acumen and policy-planning expertise to support complex decision-making, and capable of guiding colleagues and staff through challenging initiatives.

Job Duties and Tasks

Strategic Leadership

- Develop, implement, and monitor long-term strategic plans and annual operating plans for non-credit and contract training.
- Identify emerging workforce trends and guide program innovation to meet regional labor market needs.
- Align departmental goals with institutional priorities and performance metrics.

Business Development & External Engagement

- Lead the institution's business development strategy, including market analysis, client acquisition, and partnership expansion.
- Oversee and support the Business Development team in cultivating relationships with employers, government agencies, Indigenous communities, and other stakeholders.
- Represent WTCS at community, industry, and workforce development forums.

Program Oversight & Quality Assurance

- Ensure all programs meet financial targets, quality standards, and regulatory requirements.
- Oversee the design, delivery, and evaluation of non-credit courses, micro-credentials, and customized training.
- Promote continuous improvement through data-driven decision-making and stakeholder feedback.

People Leadership

- Lead recruitment, onboarding, supervision, and performance management for faculty, staff, and business development personnel.
- Foster a collaborative, innovative, and inclusive team culture.
- Provide professional development opportunities aligned with departmental goals.

Financial Management

- Oversee budgeting, forecasting, and financial sustainability for all non-credit and contract training operations.

- Monitor revenue performance and implement strategies to optimize growth and cost efficiency.
- Approve contracts, pricing models, and resource allocations.

Reporting & Institutional Collaboration

- Provide regular reports, updates, and strategic recommendations to the Executive team.
- Collaborate with academic divisions, finance, marketing, and student services to ensure seamless operations and shared success.
- Contribute to institutional planning, policy development, and cross-departmental initiatives.

The Dean will serve on internal and external Committees and Councils including, but not limited to:

- Collaborative Administrative Team (CAT)
- Education Management Council (EMC)
- Education Policy Committee (EPC)
- External councils and committees as these relate to the portfolio

Specific Accountabilities

Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Academic Leadership - Align plans, vision, and metrics with best practices and evidence-based decision-making. Use a data-driven approach that weaves together quantitative and qualitative data.

Accountable - Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic - Develops/implements a plan in support of organizational strategic direction. Demonstrates an understanding of the link between job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.

Integrity and Honesty - Demonstrates a resolute commitment to and respect for the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Creativity and Innovation - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new, cutting-edge programs/processes.

Effective Working Relationships - Treats colleagues, staff, and students with respect; resolves conflicts respectfully, in a timely manner; negotiates effectively; provides effective feedback to colleagues/employees.

Indigenous Education - Builds and maintains strong collaborative relationships with the Indigenous communities to support their educational priorities. Ensure that UNDRIP, DRIPA, and the *94 Calls to Action* are heeded at CMTN.

Influential and Collaborative - Has an honest, open, consistent approach to working with others; possesses strong relationship and interpersonal skills, with the ability to build relationships and develop/maintain

partnerships, obtaining stakeholder agreement. Communication - Clearly presents written and verbal information and writes with clarity and purpose; communicates effectively in both positive as well as negative circumstances; listens well. People Development - Fosters long-term learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally recognizes deserving staff and colleagues. Student-Focused - Anticipates and responds to the needs of colleagues and students, and other internal and external stakeholders of the College; keeps the student interests in the forefront. Relationships with Key Partners - Establish and foster effective relationships and collaborations with various levels of government, government agencies, local and regional community leaders, Indigenous leaders, the business community, industry, councils, and other institutions. Develop a strong provincial network comprised of other leaders in community, industry, and education related roles.
Required Qualifications, Education, and Experience The ideal candidate will possess the following qualifications and experience: • A Master's degree in Business Administration (MBA), or Master's degree in Business, Public Administration, or a related field; • Five to seven (7) years of progressive leadership experience in workforce development, continuing education, or related sectors; • Demonstrated success in business development, partnership building, and revenue generation; • Strong financial acumen, including budgeting and forecasting; • Proven ability to lead teams, manage change, and drive strategic initiatives; • Excellent communication, negotiation, and relationship-building abilities; • Excellent written, verbal and cross-cultural communication skills; • Excellent interpersonal and problem-solving skills, including team-building skills • Demonstrated knowledge of and experience in mitigating the barriers and challenges faced by at-risk and Indigenous students in accessing post-secondary education; • Familiar with experiential, place-based education is an asset; and • Demonstrated ability to support others in achieving a common goal and establishing a positive work environment.
Working Conditions Primarily an office environment, sometimes at varying work locations, with frequent travel within the region, between campuses and occasionally across the province.
Tools/Equipment Standard office software and equipment.
Financial Responsibility Manages a number of budgets.

Supervision/Direction Exercised

Directly supervises staff: Yes, Four BCGEU staff

Supervises staff through subordinate executive directors: No

Supervises staff through subordinate supervisors: Yes, two BCGEU staff

Supervises non-regular staff and/or volunteers: Yes, part time instructors

Physical Assets/Information Management

CMTN includes at all campuses and service delivery in communities surrounding the campuses.

Excluded Manager Authorization

The accountabilities/deliverables were assigned to this position by the VP Academic, Students, and International, January 2026.

The information in this job description reflects the work performed.

A copy has/will be provided to the incumbent(s).

Name (Printed)

Signature

Date

The above statement reflects the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

