

Workforce Development Coordinator

Full-time · Hybrid · Salary Range: \$65,000 – \$68,000

Reports to: Manager, Workforce Development Programs

Location: Vancouver, BC (Hybrid)

About IEC-BC

IEC-BC is a not-for-profit organization that provides employers with the solutions, tools, and resources they need to attract, hire, and retain qualified global talent.

Successful integration of skilled newcomers into the BC labour force is critical to both employers' and the province's long-term economic performance. We work with employers, government, and other partners to ensure that BC employers can effectively integrate the best global talent.

Our Values

At IEC-BC, our values shape how we show up — for our partners, our communities, and each other. We're a small, mission-driven team where your work is visible, your voice matters, and your contributions directly shape outcomes for newcomers and employers across BC.

- **Leadership** — We take ownership of our work and lead with integrity, accountability, and purpose.
- **Collaboration** — We work openly across teams and with partners, recognizing that our best work happens together.
- **Innovation** — We bring curiosity and creative problem-solving to advance solutions that drive systems change.
- **Quality** — We hold a high bar for the work we deliver and the experiences we create.
- **Diversity, Equity, Inclusion & Belonging** — We build an organization where every person is seen, heard, and valued.

The Opportunity

We're looking for a detail-oriented, collaborative Workforce Development Coordinator to support the delivery of IEC-BC's partner-delivered programs, including FAST, ASCEND, and emerging sector pathways. Reporting to the Manager, Workforce Development Programs, you'll be the operational backbone of a high-impact team — keeping programs on track, partners supported, and data wellmaintained.

What You'll Do

Program Delivery

- Coordinate day-to-day program activities with Service Delivery Partners to support timely, consistent delivery across FAST, ASCEND, and sector pathways.
- Support participant lifecycle processes, including enrollment, tracking, and completion followup.
- Track completion and employment placement milestones to support outcome reporting.

Partner Support

- Serve as an operational point of contact for Service Delivery Partners on program processes and requirements.
- Support partner onboarding, documentation, and adherence to program standards.
- Document and relay employer feedback to support program alignment with workplace expectations.

Data and Reporting

- Track program activity data, including enrollments, completions, milestones, and partner delivery status.
- Compile accurate program data to support internal and funder reporting.
- Flag data gaps or inconsistencies and support continuous improvement through delivery observations.

Collaboration

- Work closely with internal teams, including Learning and Development, Data and Insights, Employer Engagement, and Communications.
- Support the Manager in preparing program data, documentation, and workplan inputs for proposals and future program development.

What You Bring

- Post-secondary education in a relevant field (e.g., social sciences, business, education, workforce development) or equivalent experience.
- Experience in program coordination, administration, or delivery support.
- Strong organizational, documentation, and time-management skills.
- Experience working with external partners or community organizations.
- Strong written and verbal communication skills.
- French language proficiency (spoken and written) is highly recommended.
- Comfort working with Learning Management Systems (LMS), data tracking tools, spreadsheets, and document management systems.

What We Offer

We invest in the people who do this work. In addition to a competitive salary, you can expect:

Health & wellbeing

- Extended health coverage including prescription drugs, paramedical practitioners, vision, hearing aids, and medical equipment
- Dental coverage (basic, supplementary, dentures, and major restorative)
- Employee and Family Assistance Program (EFAP) - confidential short-term counselling, mental health support, and work-life services (financial, legal, eldercare, parenting) available 24/7 for you and your family
- Out-of-province and out-of-country emergency travel coverage

Time, flexibility, and growth

- Paid vacation, plus paid time off between Christmas and New Year
- Hybrid work model that balances in-office collaboration with remote focus time
- A culture that invests in connection — including our annual staff retreat, team learning sessions, and regular opportunities to grow together
- Meaningful work alongside a small, collaborative team where your contributions are seen and matter

Benefits are available after a 3-month probation period.

How to Apply

If you are passionate about advancing equitable workforce development and supporting immigrant inclusion, we would love to hear from you. Please submit your resume and cover letter to recruitment@iecbc.ca and quote “Workforce Development Coordinator” in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. IEC-BC is committed to equity and inclusion and welcomes applications from all qualified candidates.