



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Corporate Training and Cyber Range Program Coordinator

Job ID	372070-1-3732	
Web Address	https://careers.indigenous.link/viewjob?jobname=372070-1-3732	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-01-30	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. Rogers Cybersecure Catalyst Rogers Cybersecure Catalyst (Catalyst) empowers individuals and organizations to seize the opportunities and tackle the challenges of cybersecurity. Together with our partners and collaborators, we work to realize a vision of healthy democracies and thriving societies, powered by safe and secure digital technologies. Through our groundbreaking training and certification programs; unique commercial accelerator for cybersecurity start-ups and scale-ups; first-of-its-kind cyber range; wide-ranging public education programs; and influential policy development platform, the Catalyst helps drive Canada's global competitiveness in cybersecurity. The Catalyst is a not-for-profit corporation owned and operated by Toronto Metropolitan University and based in Brampton, ON.

The Opportunity

As the Corporate Training and Cyber Range Program Coordinator, you will be responsible for coordinating, planning and executing activities related to the delivery of programs, services and administration for the Corporate Training services and Cyber Range, including responding to

inquiries and requests for program information, scheduling meetings, preparing agendas / presentations; coordinating the logistics of events, conferences and workshops; and developing standard templates, lists, tools, and resources. You will monitor and track the project deliverables, program budget activities, and ensure timely reporting with internal and external partners. Using your strong analytical skills, you will collect and review program-related data to measure and evaluate the effectiveness of programs and services and support program improvement initiatives as required. Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary degree in program / projects management, business management or administration or a related field with a minimum of three (3) years' experience working in a similar role performing program/project coordination and implementing programs and project plans.
- Project management skills, PMP certification is considered an asset
- Knowledge of project management theories, principles, and practices
- Knowledge of program planning and evaluation principles
- Knowledge in budget administration, principles and practices
- Strong planning, organizational and time management skills
- Excellent multi-tasking skills and ability to manage multiple competing priorities, and prioritize and execute tasks to meet deadlines
- Strong relationship management / interpersonal skills and the ability to interact effectively with diverse internal and external stakeholders and groups
- Strong verbal and written communication skills
- Strong problem solving, analytical and critical thinking skills
- Ability to manage change and work in a fast-paced environment
- Interest in technology and cybersecurity an asset
- Computer proficiency and knowledge of computers and various software application packages (e.g. Word, Excel, Access, Microsoft Project, PowerPoint, Google Apps, including video conferencing such as Zoom, Google Meets, Skype, etc.).

Additional Information

Position Number(s) 20003377
Reports To Director Corporate Training and Cyber Range
Vacancy Type TERM
Employee Group MAC
Work Location Brampton - Hybrid in office 2 days a week
Start Date ASAP
End Date December 31, 2024
Hours of Work 36.25
Grade and Step C41
Salary Scale \$59,825 - \$95,565
HR Advisor Pooja Minutaglio
Application Close Date February 8, 2023

Qualified MAC employees will be interviewed before members of other employee groups. As part of

the selection process, candidates may be required to complete an occupational assessment. Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Corporate Training and Cyber Range Program Coordinator](#)