



# Employment Opportunity

## Regional Coordinator Cold Lake Campus

Reporting to the General Manager, this role has the primary responsibilities to provide front-line service to members of the SAPC and Portage College staff on the Cold Lake campus.

Responsibilities include:

- Event planning and hosting
- Student Advocacy
- Student Support
- Light Bookkeeping and office work

**Main Location:** Cold Lake campus, some travel required

**Position Type:** Part-Time, 25 hours/week (40 weeks/year, mid-August to mid-May)

**Wages:** \$24.50-\$27.57 per hour depending on education and experience. Opportunities for earnings growth.

**Hours:** Typically 9:00 a.m. – 2:30 p.m., Monday to Friday, with occasional evenings and weekends

### Qualifications:

- Diploma or Certificate in Office Administration, Business or Human Services. Experience with budgeting and record-keeping is an asset. Equivalencies may be considered.
- Experience working with, and a strong knowledge of, Indigenous communities is preferred.
- Must be proficient with computers, especially MS Office. Working knowledge of Canva is an asset.
- Must be proficient with social media, especially FB and Instagram.
- Ability to work independently and a part of a dynamic and integrated team, as well as motivate and recruit students for various events and projects.
- Excellent oral and written communication skills with strong attention to detail.
- Strong organizational, time management, problem solving, and multi-tasking skills are essential.
- Experience working in a post-secondary environment is a definite asset.
- Knowledge of the Students' Association and Portage College programs and services is beneficial.

**Posting Date:** July 6, 2026

**Closing Date:** Until suitable candidate is found

**Competition:** External (Portage College alumnus/students and current SAPC staff are welcome to apply)

**Apply to SAPC:** Email: [sa.manager@portagecollege.ca](mailto:sa.manager@portagecollege.ca)

**Mail:** PO Box 417, Lac La Biche, AB T0A 2C0

The SAPC appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

For more information call **SAPC Office:** 780-623-5502 or **General Manager:** 780-623-5609