

Industry Education and Programs Manager

Mechanical Contractors Association of Canada (MCAC)

Ottawa, Ontario | Full-Time

About Us

The Mechanical Contractors Association of Canada (MCAC) is a leading national trade association representing the interests of mechanical contractors across the country. We are committed to advancing the industry through advocacy, education, events, and member engagement.

Position Summary

We are seeking a dynamic and experienced Program Coordinator to oversee our education initiatives, student chapter development, and women in mechanical contracting programs. The successful candidate will be responsible for developing, implementing, and managing programs that support the growth and development of our members and the industry.

Key Responsibilities

Education Programs

- Develop and manage educational programs and workshops for members.
- Coordinate with industry experts and trainers to deliver high-quality training sessions and webinars.
- Evaluate program effectiveness and make improvements as needed.
- Promote educational opportunities to members and ensure high participation rates.
- Staff liaison to the Future Leaders Advisory Council and Industry Advancement Committee.

Student Chapter Development

- Establish and support student chapters at colleges and universities.
- Develop programs and activities that engage students and promote careers in mechanical contracting, including the annual Richard McKeagan Scholarship Series.
- Serve as a liaison between student chapters and the association.
- Organize events and competitions to foster student involvement and networking, including the annual Student Chapter Summit.

Women in Mechanical Contracting

- Develop and implement programs that support and promote women in the mechanical contracting industry.
- Organize networking events, mentorship programs, and workshops.

- Support the actions and activities of the Women in Canadian Trade Contracting (WiCTC) committee.
- Advocate for diversity and inclusion within the industry.
- Collaborate with other organizations to promote women in trades.

Program Management

- Oversee the planning, execution, and evaluation of all assigned programs.
- Manage program budgets and ensure financial accountability.
- Prepare reports and presentations for the executive team and board of directors.
- Maintain strong relationships with members, partners, and stakeholders.

Qualifications

- Proven experience in program management, preferably in a similar industry or association.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Experience in developing and managing educational programs from concept to completion.
- Experience with working groups, cross organizational collaborative initiatives, and committee management.
- Knowledge of the mechanical contracting industry is an asset.
- Managing certification and continuing education programs would be considered an asset.