

CDA of PEI: Work Experience PEI Job Description and Proposal Overview

Project Job Description: (26 weeks): Hours are 9:00 until 4:00, Location is at the Royalty Centre, 40 Enman Cres.

Funding is pending approval, however the application and proposal has been submitted and negotiations have begun with SkillsPEI.

The Work Experience funding is for a 26 week experience with CDA of PEI and the candidate needs to be EI Eligible. [Read more](#) about the funding criteria.

The Project for the WE funding and the Coordinator's main pillars/priorities will be to:

- With assistance from the CDA executive committee the coordinator will concentrate on helping to organize the training process offered by CDA of PEI. Training due to start mid-January, 2020.

Since the CDA of PEI training process is in negotiations with SkillsPEI, the coordinator will work with the executive committee to accomplish the following:

- Once training is approved for the final course of the first round of the 24 participants who took the initial training and for a new cohort of people to be trained, the coordinator will work closely with Career Development Association of PEI Inc. executive committee to promote the training through the CDA of PEI conference taking place Nov 22, social media, and website promotion and registration.
- With CDA executive committee taking the lead, the coordinator will help to research and develop a strategy for establishing and communicating a certification processes for PEI based on the work that is being done with CCDF.

The following will be ongoing responsibilities of the coordinator as well:

- Help to schedule, coordinate, and manage CDA of PEI working groups in relation to the above pillars of the project.
- Provide social media communications on behalf of CDA of PEI in relation to the above pillars of the project.

The coordinator activities include:

- become familiar with the CDA of PEI Inc. and its mandate including the working groups and attend all meetings of the CDA of PEI
- with assistance from the CDA executive committee the coordinator will concentrate on promoting training that tentatively will start mid-January. This will be key in adopting strong membership benefits and establishing future training and certification for PEI.
- become familiar with the Canadian Standards and Guidelines for Career Development Practitioners and assist the CDA of PEI chair, Lisa Chaisson, as she has been requested by CCDF in Ottawa to assist in the three year project that has just been granted federally to CCDF to update the Canadian Standards and Guidelines for Career Development

Practitioners. Lisa will be travelling to Ottawa two more occasions and will need the Coordinator to keep her well informed of all of the CDA activities as well as keep members well informed of this partnership with CCDF. This will be key in developing a strategy for the certification process for PEI.

- become familiar with CDA of PEI membership and their resources
- become familiar with office space and resources. Office space will be provided by The Employment Journey in Charlottetown under the direction of Gloria Welton
- prepare notes of each CDA of PEI meeting
- be the office contact for providing CDA of PEI information and connecting to committee members: handle the day-to-day communications – be the gatekeeper for office communications in relation to this project
- establish a contact list in preparation of registration for training to keep the process organized and well documented
- establish a contact list of organizations/departments/employers to expand CDA of PEI sponsorship for the annual conference.
- With the assistance of CDA of PEI committee, help in the process of researching, developing and implementing a strategy for a certification processes possible for EI
- maintain a social media presence for the CDA of PEI in relation to the pillars of the project.
- Help to organize and arrange for the 2019 CDA of PEI Conference on Nov 22, 2019..

Skills and Abilities and other requirements:

- Proven experience as an administrative role especially for non-profit
- Comprehension of office management systems and procedures such as:
 - Presentation preparation
 - Note-taking for minutes of meetings
 - Meetings and conferences scheduling
 - Social media and online communications
 - Promotional graphics
 - Excellent knowledge of MS Office
 - Knowledge of excel
- **Skills and Abilities and other requirements (continued):**
- Proficiency in English
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- Research and strategy development skills
- High level verbal and written communications skills
- Discretion and confidentiality

- Access to a vehicle for travel across the Island

Proposal Overview

This project is to help with promoting and arranging for training for the first round of the 24 participants who took the initial training and for a new cohort of people to be trained. The training will be promoted through the CDA of PEI conference, social media, and website promotion and registration.

With leadership from the CDA executive committee, this project is to help research and develop a strategy for establishing and communicating a certification processes for PEI based on the work that is being done with CCDF.

Also, in order to promote the full employability of Islanders, career service providers on PEI need access to targeted career development training that reflects Canadian standards for effective and ethical practice, current and emergent labour market trends and best practice internationally. Through this project, CDA of PEI will continue to work with SkillsPEI to have a continuation of training for the front-lines of career services which is a strategic investment that will raise the bar and underpin a professionalized, vibrant and high quality career service across the province.

Training being provided:

Career Development Foundations -

This course provides an introduction to the main concepts used in the practice of career development. It includes the scope of the career development field, its concepts, the competencies (skills, knowledge and attitudes), and processes needed to work effectively in this field.

Ethical Practice in Career Development -

This course provides participants with the theoretical and reflective foundation necessary for ethical service delivery. This course will prepare participants to meet the core requirements for ethical practice as set out in the S & Gs.

Career Development Theories -

The goal of this course is to enable practitioners to build a critical mass of knowledge and skill as a foundation on which to base their practice in career development. The course sets out to make career development theories both understandable and relevant by constantly relating them to the actual practice of career and employment service delivery. Links are made throughout the training between staff's own realities and the theories so that participants' practice becomes grounded in a theoretical perspective that is congruent and meaningful to them.

Training is a new entity for CDA of PEI and the approach is to be working in partnership with the Canadian Career Development Foundation (CCDF) from Ottawa. The goal is to ensure Island career professionals meet Canadian standards, have strategies they can carry directly into their work with clients, are connected to the broader community of practice on the Island, across Canada and around the world, and are supported locally in their ongoing training and professional development needs.