

Anglophone School District South

Anglophone School District South, in partnership with the Department of Post-Secondary Education, Training and Labour, invites applications for the following contract position:

Career Resource Centre Coordinator (The Work Room) Hampton/Sussex

Full-time position; 36.25 hours per week; term contract renewable each year

Description:

The Work Room Hampton/Sussex is a focal point for clients seeking career information, assistance with career planning and decision-making, workplace readiness, community links, school-to-work transition, career change and employment.

The Work Room is accessible to high school students attending Sussex Regional High School, Hampton High School, and Belleisle Regional High School, as well as residents of the surrounding communities, and operates year-round. The Coordinator may be asked to work the occasional event that extends beyond the 8:15-4:30 day; in-lieu hours will be granted in compensation. The position requires travel to designated high schools to work with students and may require travel to other The Work Room locations for occasional meetings and/or special initiatives. As the Coordinator of The Work Room Hampton/Sussex, you will work collaboratively with The Work Room team of Coordinators across Anglophone School District South.

This position is a non-union position effective immediately with a beginning salary of \$2000 bi-weekly. The full term of the position runs from the agreed upon start date thru March 31, 2026 and is renewable at April 1, 2026 pending satisfactory performance.

Essential Qualifications:

- A Bachelor's degree in a related field, such as Business Administration, Education, Human Resources, or Social Sciences
- Strong marketing and networking skills, resourcefulness, results oriented and proven ability to take initiative
- Demonstrated customer service experience and sensitivity in working with diverse groups
- Strong organizational, problem solving, communication, and interpersonal skills
- Budgeting, scheduling and reporting skills
- Computer literate, with experience in Microsoft 365 and Canva
- Demonstrated competency in the use of LinkedIn, Instagram and Facebook
- Direct experience in workshop organization and facilitation

Asset Qualifications:

- Experience in a co-ordination role
- Understanding of labour market trends and the labour market of the Southwest Region of New Brunswick

Applications must include a cover letter and current resume that clearly demonstrate how they meet the qualifications, along with the names of three work-related references.

Application Deadline: 8:00 am on Tuesday, January 27, 2026. Please apply directly online at <https://asds.simplification.com>. (Search Job Code #4002336.)

Employment opportunities within the Anglophone South School District can also be found on our website at: <https://asds.nbed.ca/work-with-us/apply-to-jobs/>

We are committed to employment equity.

(All facilities in Anglophone South School District are scent reduced environments)