REGINA Trades & Skills CENTRE

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Position: Executive Director at Regina Trades & Skills Centre
Term: Permanent - Full-time
Salary Range: Salary ($120K +) - negotiable based upon experience and qualifications
Location: Regina, Saskatchewan
Start Date: March 2026 (Negotiable)
Education/Experience: BEd or MEd or MBA, with a minimum of 5 years' executive and/or managerial experience, or an equivalent combination thereof. Administrative experience preferred. Exceptional oral and written communicator preferred.

The Regina Trades and Skills Centre (RTSC) is seeking a visionary, dynamic, and energetic Executive Director to lead our organization into its next chapter of growth and innovation. RTSC is a respected leader in trades and skills training, RTSC provides short-term, entry-level skills training to meet the needs of industry in Regina and area, with a focus on "demand-led" training. We aim to assist employers by supplying them with skilled workers and to respond quickly to emerging labor market needs by providing relevant, hands-on training that leads to job placement.

About the Role:
As Executive Director, you will be the driving force behind RTSC's strategic direction, operational excellence, and community impact. Reporting to the Board of Directors, you will lead a dedicated team, foster strong partnerships with industry and government, and ensure the delivery of high-quality, responsive training programs.

Key Responsibilities:
- ✓ Strategic Leadership: Collaborate with the Board to develop and implement long-range strategic plans aligned with community and industry needs.
- ✓ Program Development: Work with industry, government, and educational partners to identify emerging workforce needs and develop relevant training programs.
- ✓ Operational Oversight: Manage day-to-day operations, including budgeting, facilities, staffing, and student recruitment.
- ✓ Financial Stewardship: Ensure fiscal responsibility, secure funding from diverse sources, and provide transparent financial reporting.
- ✓ People & Culture: Foster a respectful, inclusive, and high-performing workplace culture. Lead staff development, performance management, and HR policy implementation.
- ✓ Community Engagement: Build and maintain strong relationships with stakeholders, including employers, funders, and community organizations.
- ✓ Governance Support: Provide timely and comprehensive reports to the Board, support Board committees, and ensure effective policy development and review.

Ideal Candidate:
We're looking for a collaborative and forward-thinking leader with:
- ✓ Proven experience in executive or senior leadership roles, preferably in education, training, or nonprofit sectors.
- ✓ Strong financial acumen and experience managing budgets and securing funding.
- ✓ Demonstrated ability to lead strategic planning and organizational change.

- ✓ Exceptional communication and relationship-building skills.
- ✓ A commitment to equity, diversity, and inclusion in education and employment.
- ✓ Experience working with boards of directors and government funders is an asset.

Why Join RTSC?

- ✓ Be part of a mission-driven organization making a tangible impact on people's lives and the local economy.
- ✓ Lead a team that values innovation, collaboration, and community.
- ✓ Shape the future of trades and skills training in Saskatchewan.

How to Apply:

Please submit your resume and a cover letter outlining your qualifications and vision for RTSC to Mark Edmonds at Mark.Edmonds@rdiec.ca. Applications will be accepted until **November 28th, 2025.**

Extended to December 19