



Manager of Student Success & Experience, Skilled Trades Strategy

Position: Manager of Student Success & Experience, Skilled Trades Strategy

Reports to: Director, Student Success & Experience

Salary: \$60,000 - \$70,000. Salary is commensurate with experience

Hours: Full time 37.5 hours, occasional evening/weekend events

Term: 2-year term, renewable contingent on funding

Location: Must be located in Nova Scotia

Travel: Travel within Nova Scotia is required, including school visits, employer site visits, community outreach, and apprenticeship-related meetings.

Deadline: June 11th, 2026 at 11:59PM EST

Statement of Intention: To ensure students see themselves represented in positions of positive influence, this role is dedicated only to African Nova Scotian applicants with historic and familial ties to the African Nova Scotian communities. You are asked to self-identify in your cover letter.

Join our team and help shape the future of African Nova Scotian youth in skilled trades.

As part of our growing work in skilled trades and apprenticeship pathways, PREP is launching the African Nova Scotian Skilled Trades Strategy - a provincial initiative focused on increasing participation, persistence, and certification rates for African Nova Scotian youth in the trades.

We are currently seeking an experienced, relationship-driven, and passionate individual for the role of Manager, Student Success & Experience, Skilled Trades Strategy.

This role is ideal for someone who is deeply committed to community empowerment, youth success, and advancing equity within skilled trades pathways. The successful candidate will lead the implementation of PREP's Skilled Trades Strategy by strengthening partnerships, supporting apprentices and youth, engaging families, and helping build pathways that lead to apprenticeship completion and certification.

The Manager will work closely with employers, schools, apprenticeship partners, industry stakeholders, and community organizations to ensure African Nova Scotian youth receive the culturally affirming support, mentorship, and navigation needed to thrive in skilled trades careers.



Key Responsibilities

Program Management

- Lead the implementation, coordination, evaluation and growth of PREP's African Nova Scotian Skilled Trades Strategy.
- Build and maintain partnerships with employers, unions, schools, sector councils, and community organizations.
- Develop and coordinate outreach strategies that increase African Nova Scotian youth participation in skilled trades pathways and apprenticeship opportunities.
- Support the development of apprenticeship, mentorship, job shadowing, and work-integrated learning opportunities for youth.
- Oversee culturally responsive wraparound supports for youth entering and progressing through apprenticeship pathways.
- Monitor program outcomes and KPIs, compile reports, and support evaluation activities including participant feedback, focus groups, and impact storytelling.
- Help strengthen PREP's skilled trades visibility through collaboration with the Marketing & Communications Lead on outreach campaigns, student stories, and promotional materials.
- Support the development of student resources and tools related to apprenticeship navigation, certification pathways, and skilled trades success.

Leadership

- Lead, coach, supervise, and support the Student Success Coaches.
- Provide guidance on student support, escalation of concerns, and case management strategies.
- Foster a collaborative, culturally affirming, and youth-centered team environment.
- Support staff development, accountability, and ongoing learning.

Community & Employer Engagement

- Build strong relationships with employers, apprenticeship sponsors, training providers, and industry leaders across Nova Scotia.
- Conduct employer and apprenticeship site visits to strengthen relationships and support youth retention.
- Engage parents and families through workshops, meetings, and communication that increase understanding of skilled trades careers and pathways.
- Represent PREP at community events, conferences, and partnership meetings while promoting PREP's mission and presenting our Skilled Trades strategy, programming, and community impact.
- Support collaboration with organizations and initiatives aligned with skilled trades and workforce development.

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Education & Experience

- Undergraduate degree, college diploma, skilled trades certification, or equivalent experience in a related field.
- Knowledge and understanding of the experiences, barriers, and realities faced by African Nova Scotian youth and communities, particularly in relation to skilled trades pathways, workforce development, and access to opportunities.
- Experience working in youth development, apprenticeship, workforce development, education, or community-based programming.
- Experience building partnerships and working collaboratively with schools, employers, community organizations, or industry stakeholders.
- Prior experience leading or supervising staff, volunteers, or teams.
- Knowledge of apprenticeship systems, skilled trades pathways, NSCC, or workforce development programs is considered a strong asset.
- Experience with community engagement, outreach, and facilitation.
- Experience using digital communication tools and social media platforms is an asset.

Ideal Candidate Profile

The ideal candidate is a relationship-driven and community-minded leader who is passionate about empowering African Nova Scotian youth and advancing equity within skilled trades pathways. They are organized, collaborative, and confident building relationships with youth, families, employers, schools, and community partners.

The successful candidate is someone who:

- Is passionate about youth empowerment and mentorship
- Understands the barriers impacting African Nova Scotian youth
- Builds authentic relationships and culturally affirming spaces
- Has strong organizational, communication, and facilitation skills
- Can lead collaborative initiatives and manage multiple priorities
- Is adaptable, proactive, and solutions-oriented

Benefits

The PREP Academy supports a healthy work-life balance. We offer health and dental benefits, life insurance, educational assistance, an annual professional development allowance, 3 weeks paid vacation, hybrid work model, free parking, paid mileage, casual dress and paid December holiday shutdown.

As a condition of employment a satisfactory Vulnerable Sector Check must be provided.



How to Apply

To apply, please merge your cover letter and resume into one PDF and:

- send to: hr@thepreacademy.ca
- Use the subject header: Manager of Student Success & Experience, Skilled Trades Strategy

If applicants would like to discuss the opportunity to learn more about the role before submitting an application, please contact Ashley Hill, Founder & Executive Director, at ashley@thepreacademy.ca