



## Apprenticeship Student Success Coach

**Reports to:** Manager, Student Success & Experience, Skilled Trades Strategy

**Salary:** \$53,000 – \$63,000 (commensurate with experience)

**Hours:** Full-time 37.5 hours/week, with occasional evenings and weekends to support programs and events.

**Term:** 2-year term, renewable contingent on funding

**Location:** Nova Scotia

**Travel:** Travel within Nova Scotia is required, including school visits, employer site visits, community outreach, and skilled trades events.

**Deadline:** Posted Until Filled

### Why You'll Love Working at PREP

At The PREP Academy, we believe our people are our greatest strength. We are committed to creating a workplace where employees feel supported, valued, and empowered to make a meaningful impact. Our total compensation package includes:

- Comprehensive health, dental & life insurance (cost-shared)
- Employee Assistance Program
- 3 weeks vacation, increasing to 4 weeks after your third year
- Paid December office closure (typically 3 weeks)
- Paid birthday off
- Summer Hours
- Annual \$500 Professional Development Fund
- Annual \$500 Education Scholarship
- Company laptop & mobile phone
- Paid mileage

Most importantly, you'll join a passionate, mission-driven team transforming educational outcomes for African Nova Scotian youth across Nova Scotia.



## Apprenticeship Student Success Coach

### About The PREP Academy

The PREP Academy is a community based registered charity that inspires and prepares African Nova Scotian students for postsecondary education. We coach students in Grades 10, 11, 12 and continue to provide wraparound supports as they transition and complete college, university and apprenticeship. We provide students and parents with access to resources and information, and help them navigate college and university processes. Our culturally informed programs guide students as they plan, prepare and pursue postsecondary education directly after high school.

**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 ties to historic African Nova Scotian communities. Please self-identify in your cover letter. For more information and details on who we serve, please visit [www.theprepacademy.ca/about-us](http://www.theprepacademy.ca/about-us)

### Position Summary

As part of PREP's growing Skilled Trades Strategy, we are seeking an enthusiastic and relationship-driven Apprenticeship Student Success Coach to inspire, support, and guide African Nova Scotian youth pursuing careers in the skilled trades.

Working directly with high school students, apprentices, NSCC students, recent graduates, and families, the Apprenticeship Student Success Coach provides personalized coaching, apprenticeship navigation, mentorship connections, and ongoing support that helps participants successfully transition into, and thrive within the skilled trades.

This is an exciting opportunity for someone passionate about youth development, community impact, and helping build a stronger, more diverse skilled trades workforce in Nova Scotia. The Apprenticeship Student Success Coach is responsible for delivering culturally responsive coaching and wraparound supports that help African Nova Scotian youth successfully navigate skilled trades pathways.



## Apprenticeship Student Success Coach

The Coach works one-on-one with youth, facilitates workshops, coordinates hands-on learning opportunities, builds relationships with families and employers, and supports participants from early career exploration through apprenticeship and certification.

### Key Responsibilities

#### *Student Engagement and Coaching*

- Develop individualized Skilled Trades & Apprenticeship Success Plans with participants.
- Provide one-on-one coaching to high school students, apprentices, NSCC students, and recent graduates.
- Help participants identify career goals, explore trades, and develop action plans.
- Support youth with apprenticeship registration, documentation, and navigation of apprenticeship processes.
- Connect participants with scholarships, funding, certifications, training opportunities, and community resources.
- Maintain accurate participant records using PREP's CRM.

#### *Program Delivery*

- Facilitate engaging workshops and skilled trades programming in schools and communities.
- Coordinate job shadowing opportunities, workplace visits, career fairs, and trades exploration experiences.
- Recruit and coordinate Black trades mentors and guest speakers.
- Support parent and family engagement sessions.
- Assist with planning skilled trades events, camps, and experiential learning opportunities.
- Collect participant feedback and contribute to program evaluation.
- Build relationships with employers, apprenticeship sponsors, community organizations, and training providers.



## Apprenticeship Student Success Coach

- Conduct apprenticeship site visits and maintain regular contact with participants.
- Promote skilled trades opportunities through outreach and community engagement.
- Represent PREP at community events, employer meetings, and skilled trades initiatives.

*Perform other duties as assigned.*

### Education and Experience

- Undergraduate degree, college diploma, or equivalent combination of education and experience in education, youth development, career development, workforce development, community services, social work, or a related field.
- Experience working with youth, preferably in education, workforce development, apprenticeship, or community programming.
- Knowledge and understanding of the experiences, barriers, and realities faced by African Nova Scotian youth and communities.
- Experience facilitating engaging workshops, coaching individuals, or delivering group programming.
- Strong relationship-building skills with youth, families, employers, and community partners.
- Knowledge of Nova Scotia's apprenticeship system, skilled trades pathways, and NSCC programs is required.
- Valid driver's licence and access to reliable transportation is required.

### Ideal Candidate

The ideal candidate is energetic, approachable, and passionate about helping African Nova Scotian youth build successful futures in the skilled trades. They naturally build trust, foster meaningful relationships, and inspire confidence in others. The successful candidate is someone who:



## Apprenticeship Student Success Coach

- Is passionate about youth mentorship and community impact
- Builds authentic, culturally affirming relationships
- Enjoys coaching and motivating young people
- Is organized, proactive, and solutions-oriented
- Communicates confidently with youth, families, employers, and partners
- Thrives in collaborative, community-based environments

### How to Apply

Please merge your cover letter and resume into one PDF and:

- send to: [hr@theprepacademy.ca](mailto:hr@theprepacademy.ca)
- use the subject header: **Apprenticeship Student Success Coach**
- Candidates selected for an interview may be asked to facilitate a two part interview process.
- If accommodation to the recruitment process would help you present your full contribution potential to the process, we would love to support you.