

CyberNB | CIPnet invites applications for the position of:

Cyber Education Liaison, Workforce & Skills

Job Type: Full-time, One-year contract (with possible renewal)

Salary range: \$60,000 - \$70,000

Application deadline: Wednesday, April 21st, 2021

Canada's preeminent cybersecurity organization – a collaborative, steadfast and objective non-profit – is looking for that individual with a passion for improving education who is eager to bring cybersecurity curriculum and training to the youth of New Brunswick. We are looking for someone with a technical background and an understanding of the education system to be our Cyber Education Liaison to support program implementation of CISCO Cyber Academy in Anglophone high schools across the Province of New Brunswick.

Reporting to the Director of Workforce & Skills, the Cyber Education Liaison will outreach to Anglophone schools across the province to coordinate the adoption of CISCO Cyber Academy programs and provide support to students and teachers daily.

As a Cyber Education Liaison, you will be responsible for:

Project Management

- Creating and maintaining different project documentation (project status report, plans, schedule, budget, lessons learned, risk reports, etc.)
- Perform the required activities to control scope, schedules and budgets while maintaining the required level of quality.
- Reporting regular updates to Director of Workforce & Skills regarding the implementation of the program.
- Supporting the Director with updates to inform the PMO office and Director of Finance office.

Onboarding support

- Assist new supported school (academies) with the onboarding process.
- Assist supported schools (academies) with facilitating instructor training and setting up their virtual classrooms and labs.
- Provide access to program orientation for administrators and instructors from supported schools (academies).

Communication

- Localize and disseminate critical communications from CISCO & coordinate communication among project stakeholders.
- Provide mentoring services to schools (academies).
- Assist and mentor schools (academies) with integration of Cyber Academy courses into curriculum.

Quality

- Assist and mentor schools (academies) to increase program quality.
- Collaborate with schools (academies) to improve the quality of instruction in Cyber Academy courses.

Promotional Support

- Drive growth in student numbers.
- Assist and mentor schools (academies) with integration of Cyber Academy courses into curriculum.

Operational support

- Act as the primary point of contact for supported schools (academies) in need of operational assistance related to academy and course management.
- Assist and support with “run the business” activities.
- Assist and support schools (academies) with program and platform updates and changes.
- Provide continuing education opportunities for teachers.

Requirements:

- Bachelor’s Degree or related education (certificates, diplomas, etc.)
- 5+ years’ experience working in an IT related field (with knowledge of cybersecurity)
- Superior written and verbal communication skills, with the ability to communicate effectively with all levels of the organization and public education.
- Ability to work in a fast-paced environment.

Nice to have but not required:

- Experience as an IT teacher
- Experience teaching Cisco Networking Academy curriculum.
- Experience training and supporting other instructors.
- Industry certification such as CCNA, CyberOps Associate, Comptia A+
- Project Management certification with project management experience

We offer:

- Flexible work environment
- Benefits
- Four weeks flexible vacation

To apply:

Send us a cover letter telling us how you meet the expectations of this role and what makes you stand out from the rest, as well as a resume/CV to info@cybernb.ca.