



## About Marathon Gold

Marathon Gold Corporation (“Marathon” or the “Company”) is engaged in the exploration and development of the Valentine Gold Project (the “Project”) located in the central region of Newfoundland and Labrador. The Project is currently undergoing an environmental assessment and a construction decision is expected in 2022. Once in production, it will be the largest gold mine in Atlantic Canada and a major employer in the province. Marathon is a public corporation (TSX:MOZ) headquartered in Toronto, Ontario with a regional office located in Grand Falls-Windsor, NL.

Additional corporate and Project information is available at [www.marathon-gold.com](http://www.marathon-gold.com)

Marathon is currently inviting applications for a Program Specialist to join our growing team as the company transitions to mine construction and ultimately Mine operations.

## Program Specialist Competition # MG0060

The primary objective of this role is to provide day to day support, data analysis, logistical management, action tracking, and the coordination of annual corporate programs and diversity initiatives that support the NL Benefits Agreement (GEDI and HR Plan) within the Marathon Gold project and operations.

The Program Specialist aids and provides analysis in the following areas: Hiring Strategy initiatives, Workforce Plan/Organization Chart maintenance, record keeping, internal and external statistical reporting, internal budget reporting and tracking, and assisting with reports to various levels internally & externally.

This is a fixed term position working a Monday to Friday schedule.

### Accountabilities/Responsibilities:

- Act as the focal point for the coordination of program and funding proposal development relating to funding stats and career development.
- Act as the focal point for tracking and reporting through the coordination of annual reports.
- Maintain and administer program development to support Workforce Plans and Organizational Charts.
- Manage Gender Equity Diversity and Inclusion (GEDI) Plans and provide reporting as required.
- Maintain and produce trend reports on key Human Resources performance indicators that reflect government supported initiatives.
- Assist with policy and program development and implementation.
- Assist with the development and coordination of presentations to internal and external stakeholders reflecting progress.
- Assist with employment and diversity related initiatives (e.g., career fairs, community updates, workshops etc.).
- Complete monthly audits of various Human Resources information and processes that support the NL Benefits Agreement (GEDI and HR Plans) commitments.

- Provide ad-hoc reports to various levels internally & externally.
- Perform other duties as assigned.

**Education and Experience:**

- Post-Secondary Degree or Diploma in Business Management, or another related program is preferred.
- A minimum of five years' experience in a similar position, preferably in a project environment on mining or industrial projects.
- Experience working with Benefits Agreements (GEDI and HR Plan).

**Skills and Knowledge:**

- Develop strong collaborative working relationships with all levels of individuals, as well as the ability to create a robust communication process to manage internal and external parties.
- Excellent interpersonal, verbal, and written communication skills combined with a strong initiative, and a proactive and creative approach to problem solving.
- A willingness and ability to travel throughout Newfoundland & Labrador.
- Advanced Microsoft Office skills (Word, Excel, PowerPoint).
- Ability to exercise appropriate levels of discretion and confidentiality.
- Dependability — being reliable, responsible, and dependable in fulfilling obligations
- Integrity — being honest and ethical
- Adaptability/Flexibility — being open to change (positive or negative) and to considerable variety in the workplace
- Attention to detail — being careful about detail and thorough in completing tasks
- A valid driver's license and driver's abstract required.

Marathon Gold requires all employees to be fully vaccinated for COVID-19 as per Health Canada guidelines.

Marathon is an equal opportunity employer committed to local hiring preferences and all applications will be considered on this basis. We value equity and diversity and are committed to creating an inclusive workplace environment for all employees. Marathon reserves the right to hire only those candidates who are appropriately qualified for the position advertised.

Marathon will review all applications; however, we will only contact those candidates who best fit the requirements.

Interested applicants are encouraged to submit their application via email to [careers@marathon-gold.com](mailto:careers@marathon-gold.com) referencing **competition # MG0060**.

**Deadline to apply: Wednesday, August 24<sup>th</sup>, 2022**