



**Job Title: Special Projects Coordinator**

**Full Time Contract:** 40 hours/week

**Wage range:** \$17-\$19/hour (DOQ)

Career Trek is seeking a collaborative and thoughtful individual with program experience and the development experience to coordinate ongoing projects and help to advance new initiatives within the organization. This leader wants to make the world a better place through empowering young people to realize their career and education potential.

This dynamic and hands-on position requires a person to demonstrate passion for our programs. We are seeking someone with excellent analytical and strategic abilities and a positive outlook, who is able to develop sustainable projects and proposals, and give constructive feedback.

Reporting to the Director of Programming, the Special Projects Coordinator is responsible for the areas within the development of resources (monetary and volunteer) and programming for Career Trek. This position will also work closely with the Senior Director of Fund Development and Programming.

The Special Projects Coordinator practices and role-models Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your actions – through all aspects of their work.

**Skills and Requirements**

- Post-Secondary Degree/Diploma.
- Demonstrated excellence in oral, written, and interpersonal communication skills.
- Demonstrated ability to prioritize tasks.
- Demonstrated ability to work under and meet deadlines.
- Demonstrated ability to adapt to changing environments quickly.
- Demonstrated ability to both work independently and as a part of a team.
- Demonstrated competence managing a budget.
- Demonstrated competence in presentation and public speaking.
- Demonstrated experience with the coordination and planning of successful events.
- Training / work experience in a not-for-profit program setting in both facilitation and program management.
- Experience working in a Career Development setting/ programs considered an asset.
- Experience with MACs, Acrobat, the Microsoft Suite, and Fundraising Databases considered an asset.

**Key Responsibilities and Accountabilities**

- New Projects and Programs – this position will coordinate with the Programming and Fund Development departments to help develop the structure and details of projects based on partnership agreements and the vision of the organization.
- Grants and Proposals – Research, contribute to and formulate cases for support for Career Trek to new and existing grant and funding opportunities for the organization.
- Donor Relations and Philanthropy – Contribute to the annual Philanthropic goals of the

organization through the use of the eTapestry Database, Grant Connect, and other fundraising support software.

- Reporting – in coordination with the Senior Director of Fund Development and Programming and the Director of Programming, report to our respective funders in coordination with our funding schedules and reporting deadlines as required.
- Community Collaboration – Ensure that a supportive and respectful environment exists for our community stakeholders and partners. This position will facilitate the ongoing communication of Career Trek's key messages with program partners.
- Events – Assistance as needed with the logistical set up and planning of Career Trek events including but not limited to, fundraisers, graduations, and staff training.
- Mentorship and Supervision - This role will work with volunteers and student staff, as well as with the management team.
- Flexibility – Career Trek is in a period of organizational changes. The successful person in this role must be able and willing to adapt to a changing organizational environment which may include change to the position moving forward in the organizational shift.

## **Expectations**

Career Trek expects this position to:

- Model and encourage professional conduct and work ethic to deliver the highest quality of services possible to ensure the good reputation of the organization.
- Embrace the values of Career Trek be mindful of Indigenous traditional approaches when exploring programming and resource development with the organization.
- Identify opportunities to bolster CT profile in all regions of the program.
- Stay current with trends in Programming and Development.
- Possess the ability and willingness to travel outside of Winnipeg to connect with regional offices.
- Maintain a valid drivers license, travel will be a requirement of this position.
- Conduct themselves professionally.
- Work collegially with fellow employees, volunteers, and participants.
- Work a flexible work week including evening and weekends, as required.
- Report any offenses during their employment.
- Other duties as assigned.

## **Key Role Interactions:**

- Senior Director of Fund Development and Programming
- Director of Programming
- Career Trek Management Team
- Funders – Government, Foundations, Sponsors, and Individual Donors.
- Project Partners – participating school divisions, schools, school contacts, communities, local organizations and post-secondary institutions.
- Participants
- Parents / Guardians
- Junior Staff (as applicable)

Applicants can send a resume and cover letter to Anatoliy Furda at [afurda@careertrek.ca](mailto:afurda@careertrek.ca) by Monday, October 29, 2018.