



Job Title: Team Coordinator, M-Power North
Job Type: Casual, Term
Term: ASAP – May 2021
Rate of Pay: \$15/hr

Career Trek is looking for a committed individual who is passionate about empowering young women to achieve their full educational, career and life potential.

Career Trek Inc. is a not-for-profit organization offering comprehensive career development programs across Manitoba. Career Trek helps Young Manitobans to discover their full potential by providing them with hands-on learning opportunities designed to develop the skills, knowledge, and values necessary for future success. These experiences help to increase educational attainment, career satisfaction and community stewardship levels.

The M-Power Program is designed to assist young mothers currently attending high school develop the confidence, employability skills, education, and career goals that will help to forge a better life for them and their families. M-Power gives young women a broad occupation-sampling experience, opening their eyes to a world of self-discovery, career options, and empowerment. In the 2020-21 program year, M-Power North will be facilitated as a virtual program with most (if not all) activities held online.

The **Team Coordinator** is responsible for the delivery of the M-Power North program on the ground level and providing leadership to part-time staff and volunteers involved in M-Power Winnipeg. The Team Coordinator will work closely with Career Trek staff to ensure the safe and effective delivery of the program. They will build positive relationships with participants and model Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your action – through all aspects of their work.

Duties and responsibilities:

- Facilitate, support, and coordinate the group throughout the program including planning and implementing weekly virtual programming activities.
- Ensure safety standards are in place and are followed consistently to meet organizational guidelines
- Develop effective working relationships with Career Trek staff, volunteers, and community partners
- Model and encourage professional conduct and a strong work ethic to deliver high quality and high impact programming to our participants
- Keep accurate track of participants attendance and participation
- Document participants progress through photos, videos, and interviews. Submit stories regularly to be uploaded onto Career Trek's social media channels
- Coordinate and execute the assembly and delivery of program kits to participants along with other M-Power North staff
- Other duties as assigned

**Skills & Requirements:**

- Demonstrated excellence in oral, written, and interpersonal communication skills
- Ability to work independently and adapt to changing priorities
- Experience engaging high-school youth (working with at risk or underserved youth is an asset)
- Knowledge of barriers that youth may face in gaining a post-secondary education and achieving fulfilling careers
- Computer skills (proficiency in Microsoft Office products, and video conferencing software such as Teams and Zoom, an asset)
- Experience supervising part-time staff and/or volunteers
- Knowledge of Indigenous worldviews, teachings, language, or land-based education is considered an asset
- First Aid CPR (level C) certification (or willing to obtain)
- Cleared criminal record and child abuse registry checks
- Post-secondary education in process or completed is an asset
- Graduate of Career Trek or previous connection with Career Trek program is considered an asset

Working Conditions:

- Work will be conducted primarily remote and a company laptop will be available to use
- Some in-person may be required, and safety guidelines will be observed
- Number of hours per week will vary but will be scheduled with Program Manager in advance
- Training will be provided

How to Apply:

Email cover letter and resume to:

Karen LeForte (Program Manager, North Region)

kleforte@careertrek.ca

While we thank all applicants, only candidates selected for interviews will be contacted.

Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. We encourage all applicants to self-declare. For more information about Career Trek, please visit: www.careertrek.ca