



**Job Title:** Program Assistant  
**Program:** WOW North  
**Job Type:** Part-Time, Term  
**Term:** ASAP – May 2021  
**Rate of Pay:** \$16/hr

**Position open until filled.**

Career Trek is looking for a committed individual who is passionate about children and youth achieving their full educational, career, and life potential.

This is a part-time term position with an anticipated 30-hour flexible work week, working primarily remotely with some on-site work as required. This position is ideal for an individual interested in accumulating program management experience in a child-focused educational and career development setting.

**Career Trek is a not-for-profit organization that, for more than 20 years, has been offering programs for children, youth, and adults in the areas of education and career development. Career Trek provides an experiential, hands-on, learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It is Career Trek's belief that its hands-on career-related activities and workshops enhance each participants' level of engagement in their education and ultimately supports the commitment and investment they will make in order to achieve career success and life satisfaction.**

**The Wonder of Work (North) Program** gives children in grades 5 and 6 an opportunity to discover their likes, dislikes, and potential by exploring several occupations and profession, over an extended period through a blended and online learning platform. These experiences showcase the relevancy and interconnectedness of current school curriculum with future life opportunities. In the 2020-2021 program year, WOW North will be facilitated as both a virtual program and a hybrid model with most (if not all) activities held online.

**Duties and responsibilities:**

- Facilitate, support, and coordinate the group throughout the program including planning and implementing weekly virtual programming activities.
- Assist with the day-to-day implementation and operations of the program.
- Assist with recruitment, training, supervision, and evaluation of part time staff.
- Ensure safety standards are in place and are followed consistently to meet organizational guidelines
- Coordinate and execute the assembly and delivery of program kits to participants along with other WOW program staff
- Provide support with development of program reports
- Practice and role model 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.
- Model and encourage professional conduct and a strong work ethic to deliver the highest quality of service possible.
- Develop effective working relationships with Career Trek staff, volunteers, and community partners

- Develop relationships and work respectfully with Indigenous Communities – being sensitive to the issues related to Indigenous residents on reserves, and those living within the community.
- Assist in implementing the program logistics – scheduling, purchasing equipment, supplies, etc.
- Other duties as assigned.

### **Skills & Requirements:**

- Post-secondary education (in process or completed)
- Demonstrated knowledge on career fields of focus in terms of educational pathways, employment paths, employers, etc.
- Demonstrated excellence in oral, written, and interpersonal communication skills
- Demonstrated experience working with youth
- Knowledge of barriers (real or perceived) that youth may face in gaining a post-secondary education and achieving fulfilling careers
- Proficient in Microsoft Office products, experience with video conferencing software such as Teams and Zoom, an asset.
- Excellent time management and organization skills
- Demonstrated ability to work independently and adapt to changing priorities
- Experience supervising part-time staff and volunteers
- Knowledge of Indigenous worldviews, teachings, language or land-based education an asset
- First Aid CPR (level C) certification (or willing to obtain)
- Cleared criminal record and child abuse registry checks
- Available to work weekdays, occasional evenings and weekends as required
- Valid Manitoba driver's license and access to a vehicle is considered an asset
- Graduate of Career Trek or previous connection with Career Trek program is considered an asset

### **Working Conditions:**

- Work will be primarily remote, as the Wonder of Work program will be facilitated as an online program this year. A reliable computer and internet connection is required.
- Will require a quiet and well-lit environment for online program delivery
- Some in-person may be required such as kit assembly and delivery days. In these work situations, safety guidelines will be observed
- Hours per week will vary up to 20 hours but will be scheduled with Program Manager in advance
- Training will be provided

### **How to Apply:**

Email cover letter and resume by to:

Karen LeForte (Program Manager, North Region)

[kleforte@careertrek.ca](mailto: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](http://www.careertrek.ca)