



Job Title: Project Assistant - M-Power North
Job Type: Part Time, Term
Term: September 2021 – March 2022
Rate of Pay: \$18/hr

Position Summary:

Career Trek is looking for a collaborative and conscientious individual who is passionate about improving education and career outcomes for young moms living in The Pas, Opaskwayak Cree Nation and surrounding area. This individual wants to engage with young women, and their children, and empower them to realize their career and educational potential. The **Project Assistant** will provide support to the Program Coordinator in the delivery of the M-Power North program on the ground level. The Project Assistant will work closely within a team of other 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.

In addition to this, the successful candidate will support participants by:

1. Facilitating the development or enhancement 21st Century employability skills.
2. Supporting staff in the coordination and delivery of hands-on career lessons and skills workshops.
3. Ensure the safe and effective delivery of the program.
4. Working with local Elders and Knowledge Keepers to provide land-based learning experiences.

Duties and Responsibilities

Reporting to the **Program Coordinator - M Power North**, the **Project Assistant** will:

- Assist with staff training, support and supervision.
- Facilitate and support the delivery of lessons and skill development workshops for the group throughout the program.
- Instruct lessons and skill development workshops in the event the instructor is unavailable or needs assistance.
- Assume certain frontline Program Coordinator responsibilities in the event that the Program Coordinator is unavailable or needs assistance.
- Ensure safety standards are in place and are followed consistently to meet organizational guidelines.
- Develop and maintain 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.
- Assemble and deliver of program kits to participants along with other M-Power North staff.
- Other duties as assigned.

**Skills & Requirements:**

- Strong oral, written, and interpersonal communication skills.
- Ability to work independently and adapt to changing priorities.
- Experience working with youth.
- Strong computer skills, including proficiency with Microsoft Office and video conferencing software.
- Experience supervising part-time staff or volunteers.
- Highly organized with the ability to pay attention to detail.
- First Aid CPR (level C) certification (or willing to obtain).
- Maintain a valid driver's license and have access to a reliable vehicle.
- Provide criminal record check and cleared child abuse registry check.

Assets:

- Post-secondary education (in process or completed).
- Experience supervising part-time staff and/or volunteers.
- Knowledge of Indigenous worldviews, teachings, language, or land-based education.
- Experience working with Indigenous communities and organizations.
- An understanding of Canada's history and relationship with Indigenous Nations with a commitment to on-going learning in the space of truth and reconciliation.
- Experience working with youth facing barriers.
- Graduate of Career Trek or previous programming experience.

Working Conditions:

- Work will be a combination of work from home and in person, in accordance with safety protocols and guidelines laid out by public health and community officials.
- Internet is required to work from home. (A laptop will be provided.)
- Training and ongoing support will be provided.
- Some travel may be required.
- Some weekend and evening work may be required.

How to Apply:

Email cover letter and resume by to careers@careertrek.ca. Please include 'Project Assistant – M Power North' in the subject line. 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



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.

Career Trek's Vision

We envision a Manitoba where all citizens are able to realize their full career and education potential.

Career Trek's Mission

We aim to give young Manitobans the experiences and information they need to succeed. They develop knowledge, skills, relationships, and values that will help them find educational and career success.

About Career Trek

Career Trek is a registered charity that helps young people discover the importance of education and career development. Career-oriented programming, complete with hands-on activities, ignites participants' passion for learning. Career Trek inspires young people to recognize their own potential.

For more than 20 years, Career Trek 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.

With Career Trek, the path to career success becomes clear and well-marked. Participants leave the program empowered by knowledge and experience. They can make important decisions about the future.