



Job Title: Program Assistant, Youth Initiatives – North Region
(The Pas, Opaskwayak Cree Nation, and surrounding area)

Program: Youth Initiatives: CRAVE & GRTW

Job Type: Part-Time, Term

Term: November 2021 – May 2022

Rate of Pay: \$17/hour

Position Summary:

Career Trek is looking for a collaborative and conscientious individual who is passionate about improving education and career outcomes for youth aged 14 – 18 living in The Pas, Opaskwayak Cree Nation, and surrounding area. This individual wants to engage and empower youth to realize their career and educational potential. The **Program Assistant** will provide support to the **Program Manager** in the development and delivery of programs and resources. The Program Assistant will also work within a team of other Career Trek staff to ensure the safe and effective delivery of programs. 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 programming by:

1. Facilitating the development or enhancement of 21st Century employability skills.
2. Supporting staff in the coordination and delivery of hands-on career lessons and skills workshops.
3. Assisting in the development of resources and plans that ensure the safe and effective delivery of the program.

Duties and Responsibilities

Reporting to the **Program Manager – West Region**, the **Program Assistant** will:

- Assist in
 - o Data collection, documentation, and research.
 - o Training, and oversight of part time staff.
 - o Scheduling programs and staff
 - o Sourcing and ordering supplies; assembling lesson kits.
 - o Planning and delivering special events.
 - o Updating and organizing resources that support staff and program delivery.
 - o Promoting programs to attract future participants and partners through community outreach.
- Facilitate career exploration lessons and skill development workshops, as needed.
- Attend meetings, and community gatherings, as needed.
- 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 the highest quality of service possible.
- Develop, nurture, and maintain respectful relationships with Indigenous communities, organizations, and individuals.



- Work collaboratively with Elders, Knowledge Keepers, and community members to develop and implement programming.
- Other duties as assigned.

Skills & Requirements:

- Post-secondary education in process.
- Strong oral, written and interpersonal communication skills.
- Excellent organizational skills.
- Strong leadership and decision-making skills
- Ability to work independently and as part of a team
- Adapt to changing priorities.
- Computer skills with ability to use software such as Microsoft Office, and video conferencing software such as Teams, Zoom, etc.
- Provide criminal record and child abuse registry checks.
- First Aid CPR (level C) certification (or willing to obtain).
- Fully vaccinated.

Assets:

- Experience supervising part-time staff and/or volunteers.
- Community based program delivery, preferably with children and youth.
- Public speaking and presentation development and delivery.
- 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 at risk or underserved youth.
- 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:

To apply, please forward your detailed cover letter highlighting your experience along with your resume to Careers at: careers@careertrek.ca. Please include 'Program Assistant, Youth Initiatives – North Region' in the subject line. Career Trek thanks everyone who applies. Those selected for an interview 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

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.