Job Title: Curriculum Assistant - Winnipeg Region (Canada Summer Jobs)
Job Type: Part-Time (35 hours/week, 12 Week Term)
Rate of Pay: $14/hour

Position Summary
With the generous support of Canada Summer Jobs, Career Trek is looking for a creative and passionate individual to join the curriculum team to help create career development focused lessons and resources for Career Trek programming. The Curriculum Assistant will primarily be responsible for the modification and development of lesson plans for programs for Career Trek’s Winnipeg Region. This position will work in close collaboration with the Manager, Curriculum Development and Volunteer Engagement and Career Trek team members to create detailed, interactive, developmentally appropriate, and career focused lessons for online and in person program delivery in Winnipeg. They will uphold Career Trek’s Core Values:

- Equity, Inclusion & Belonging
- Respect
- Balance and Wellness
- Truth & Reconciliation
- Caring

Duties and Responsibilities
- Work closely with the Manager to design, modify, and develop curriculum that provides high quality experiential learning for participants from grade five to adulthood.
- Research and develop lesson activities that utilize in person and online learning methods.
- Engage in extensive research to ensure that Career Trek lessons are relevant, current, and reflect career trends within Manitoba.
- Edit lesson plans for clarity and understanding.
- Connect with the various Managers and department contacts for lesson support as necessary.
- Meet deadlines as assigned.
- Provide activity reports for funders upon request.
- Additional duties as assigned.

Skills and Requirements:
- Excellent written and oral communication skills.
- Knowledgeable in the use of applicable computer programs and video conferencing software (i.e. Mac systems, Microsoft Word, PowerPoint, Teams).
- Strong organizational skills and research skills.
- Must demonstrate creativity and strong problem solving skills.
- Must work well under pressure and be self-motivated.
- Ability to work independently and as part of a team.
- Criminal Background Check and Child Abuse Registry Check required.
- Fully vaccinated.
- To be eligible, the candidate must:
  - be youth between the ages of 15-30 (as per Canada Summer Jobs Agreement)
o be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* 3; and,
o be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**Assets:**
- Current student or recent graduate of a post-secondary program.
- Knowledge and good understanding of career development and/or experience with Career Trek, or other educational programming for youth.
- Knowledge of Indigenous worldviews and teachings, experience and knowledge working with Indigenous communities, individuals and organizations.
- Experience with curriculum and program development in an Indigenous context, including land-based education.
- An understanding of Canada’s history and relationship with Indigenous Nations with a commitment to ongoing learning in the space of truth and reconciliation.
- Graduate of Career Trek or other previous programming experience.

**Working Conditions:**
- This position is based out of our Winnipeg office, but will mainly consist of remote work until further notice. Pre-designated days to work in the office or attend programming may be considered.
- Internet is required to work from home (A computer will be provided)
- Training and ongoing support will be provided.

**How to Apply**
To apply, please forward your detailed cover letter highlighting your experience along with your resume to Careers at: careers@careertrek.ca by **4:30 p.m. May 23rd, 2022.** Please include ‘Curriculum Assistant, Winnipeg Region - CSJ’ 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](http://www.careertrek.ca)

**Career Trek’s Vision:**
Inspiring life-long learning today, for a just and equitable tomorrow.

**Career Trek’s Mission:**
Career Trek works collaboratively to remove barriers to education, employment, and life-long learning opportunities through hands-on career exploration, mentorship, and workshops.
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.

Career Trek’s unique learning model guides Manitoba’s young people through increasingly more challenging education and career development learning. Participants thrive in a non-judgmental environment. They become engaged and invested in themselves and their communities.

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.

Education and career development drive Manitoba’s workforce and economy. Career Trek works with local communities across the province to identify training needs and career opportunities for young people. When Manitoba’s young people are inspired to pursue career and educational paths, Manitoba’s communities are strong and resilient.

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.