



Job Posting: Coordinator, Winnipeg & North Regions
Type: Hourly – 12 Month Term Position
Wage: \$22/hour (40 hours/week)
Deadline: Monday, December 16, 2024 (End of day)
Location: 35 King Street Winnipeg, MB R3B 0X6, Various Programming Locations
Reports To: Youth Initiatives Manager, Winnipeg & North Regions
Position Start: Monday, January 6, 2025

Executive Summary

Career Trek is looking for a committed and energetic individual who is passionate about empowering young people to achieve their full educational, career and life potential to work as its Coordinator, reporting to the Youth Initiatives Manager, Winnipeg and North Regions. The primary role of the Coordinator is to provide leadership and support in the day-to-day development and delivery of Career Trek's programs. They will practice and role model Career Trek's core values of Equity, Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring in all aspects of their work. In addition to this, the successful candidate will support participants by:

1. Ensuring high-quality, high-impact program delivery that provides participants with engaging and immersive career exploration lessons and skill development opportunities
2. Establishing relationships with participants and their families, schools, community members, businesses, and other organizations that align with Career Trek's Mission and Vision

Key Responsibilities and Accountabilities

- Provide leadership to the program delivery staff to further Career Trek's culture, mission, vision, and core values
- Work with and support colleagues in Programs Leadership Team to ensure consistent, high-quality, high-impact, programs
- Establish and nurture a working environment that creates employee engagement and empowers Career Trek employees and volunteers to thrive in an environment of change

Skill Requirements

- Highly organized and detail-oriented with an ability to adapt to changing priorities
- Flexible, professional, and effective oral, written, and interpersonal communication skills
- Ability to provide clear, consistent, effective direction and feedback
- Strong computer skills, including proficiency with Microsoft Office, and video conferencing software such as Microsoft Teams and Zoom
- Problem-solving, guided by a creative, innovative solutions-oriented mindset
- Ability to manage high-pressure situations and multiple, simultaneous priorities
- Ability to work independently, and as part of a team



Qualifications

- A valid driver's license and have access to a reliable vehicle
- Hold a current CPR level C Certification or higher
- Cleared Criminal Record and Child Abuse Registry Check
- Valid Work/Student Permit for working in a Canadian school setting
- Fully Vaccinated

Assets:

- 1+ years of supervisory experience
- Experience in program or project planning and implementation
- Post-secondary education - preferably in the field of education, career, or community development. A combination of education and work experience will be considered
- Experience working with children and youth
- Knowledge of barriers faced by marginalized and underserved youth
- Experience in managing and monitoring budgets
- Experience working with Indigenous communities and organizations including knowledge of Indigenous worldviews, teachings, language, or land-based education, with a commitment to ongoing learning in the space of truth and reconciliation
- 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

Working Conditions:

- Hybrid work
- Some evening and weekend work will be required
- Some travel will be required
- Training, ongoing support, and professional development will be provided

How to Apply:

Send your **Cover Letter** with your resume to: careers@careertrek.ca. Please include '**Coordinator – Winnipeg & North Regions**' in the subject line. Career Trek thanks everyone who applies but only those selected for an interview will be contacted.

Career Trek is committed to employment equity practices that achieve a workforce reflective of the community at large and the participants it supports through its programming. We encourage applicants to self-identify as Indigenous, Two-Spirit, Black, A Member of a Racialized Community, A Person with a Disability, LGBTQQIATS+.

For more information about Career Trek please visit: <https://careertrek.ca/>