



Job Posting: Coordinator, North Region
Type: Hourly – 12 Month Term Position
Wage: \$22/hour (*40 hours/week*)
Deadline: **Wednesday, January 21, 2026 (End of day)**
Location: 35 King Street Winnipeg, MB R3B 0X6
Position Start: March, 2026

Executive Summary

Do you believe everyone has the right to achieve their goals and dreams? At Career Trek, we do.

We are 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. The primary role of the Coordinator, North Region 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 the Program Leadership Team to ensure consistent, high-quality, and high-impact programs.
- Contribute to and nurture a working environment that allows Career Trek employees and volunteers to be engaged, empowered and thrive.

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.
- Proven ability to thrive in a dynamic, fast-paced environment and manage multiple priorities effectively.
- Ability to work independently, and as part of a team.

**Assets (nice to have):**

- Some 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.
- Some experience or desire to learn about 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.
- 1+ years of supervisory experience.
- Graduate of Career Trek.

Additional Information

- Work will be a combination of work from home and in-person, in accordance with Career Trek's Remote & Flexible Work Policy.
- A stable internet connection is required to work from home.
- Travel within Manitoba including Northern and rural communities will be required.
- Valid Driver's License and access to a reliable vehicle are required.
- Must be willing to undergo a Criminal Record Check and Child Abuse Check.
- Must provide or be willing to acquire a current First Aid CPR Certificate.
 - Cost will be reimbursed by Career Trek.
- Training, ongoing support and professional development will be provided.
- Some weekend and evening work is required.

How to Apply:

Send your **Cover Letter** with your resume to: careers@careertrek.ca. Please include '**Coordinator - North Region**' 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/>