



Job Posting: Curriculum Coordinator

Type: Full-Time, 12-Month Term Position with possibility for extension

Wage: \$24/hour, 40 hours per week

Deadline: Monday, August 10, 2026 (End of day)

Location: 35 King Street, Winnipeg, MB

Position Start: September 2026

What We Offer

At Career Trek, we believe employees do their best work when they feel supported, valued, and able to maintain balance in their lives. As part of the Career Trek team, the Curriculum Coordinator will receive:

- Full employee health benefits
- Three weeks of paid vacation
- Paid sick days, wellness days and public holidays
- An office closure during the December holiday period
- A hybrid work environment in accordance with Career Trek's Remote & Flexible Work Policy
- Training, ongoing support, and professional development opportunities
- Opportunities to contribute to meaningful work that positively impacts young people across Manitoba.
- A collaborative and supportive working environment grounded in Career Trek's values of Equity; Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring.

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, organized, and creative individual who is passionate about empowering young people to achieve their full educational, career, and life potential.

The primary role of the Curriculum Coordinator is to coordinate the maintenance, implementation, testing, review, and continuous improvement of Career Trek's career exploration lessons and skill development workshops. The successful candidate will work closely with the Program Leadership Team to ensure Career Trek's curriculum is current, engaging, accessible, and ready for delivery across Career Trek's Manitoba program sites.

The Curriculum Coordinator will practise 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.

Key Responsibilities and Accountabilities

- Coordinate the review, testing, revision, approval, and implementation of Career Trek's curriculum.
- Maintain and update career exploration lessons, skill development workshops, facilitator guides, activity resources, and supply lists.
- Gather and implement curriculum feedback from staff, participants, and other stakeholders.
- Ensure lessons are current, accurate, accessible, inclusive, age-appropriate, and practical for program delivery.
- Apply Universal Design for Learning, experiential learning, culturally responsive teaching, and career development principles when reviewing and revising curriculum.



- Conduct research on Manitoba labour market trends, educational pathways, emerging careers, and industry information.
- Work with external curriculum developers, subject matter experts, post-secondary institutions, businesses, and community partners.
- Coordinate the testing and piloting of new and revised lessons.

Skill Requirements

- Knowledge and understanding of Manitoba's K-12 educational system including best practices, classroom structures and curriculum offerings.
- Highly organized and detail-oriented, with the ability to manage multiple priorities and deadlines.
- Strong research, writing, proofreading, and editing skills.
- Strong planning, coordination, and problem-solving skills.
- Flexible, professional, and effective oral, written, and interpersonal communication skills.
- Ability to present complex information in an engaging and age-appropriate way.
- Strong computer skills, including proficiency with Microsoft Office, Canva, SharePoint, Microsoft Teams, Zoom, other presentation software or other content development tools.
- Ability to work independently and collaboratively as part of a team.

Assets (Nice To Have)

- Post-secondary education in education, curriculum development, instructional design, career development, community development, youth work, or a related field.
 - A combination of education and relevant experience will be considered.
- Experience developing, reviewing, editing, or implementing educational curriculum.
- Experience working with children or youth, particularly participants in Grades 5 to 12.
- Knowledge of Universal Design for Learning, experiential learning, culturally responsive teaching, or career development.
- Experience facilitating lessons, workshops, or staff training both in-person and virtually.
- 1+ years of staff supervisory experience.
- Knowledge of Manitoba labour market trends and educational pathways.
- 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.
- Valid Driver's License and access to a reliable vehicle.

Additional Information

- A stable internet connection is required to work from home.
- Travel within Manitoba including Northern and rural communities will be 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).
- Some weekend and evening work maybe required.

How to Apply:

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