



Job Posting: Manager, Youth Initiatives
Salary: \$56,500 to \$59,000/year
Type: Full-Time Permanent
Start Date: September 2026
Reports To: Director of Programs
Location: Winnipeg; Hybrid Working Environment

Executive Summary

Career Trek Inc. is looking for an energetic, dynamic, creative individual who thrives in a space of innovation, growth, change, and out-of-the-box thinking to work as its **Manager, Youth Initiatives**.

Reporting to the Director of Programs, the **Manager, Youth Initiatives** is responsible for ensuring high-quality delivery of hands-on, experiential lessons, spanning a number of sectors including trades, technology, natural resources, STEAM, and healthcare, and will work to incorporate land-based education and an Indigenous perspective. The Manager practices and role-models Career Trek's core values of Equity, Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring in all aspects of their work.

What We Offer

- Three weeks of paid vacation annually.
- Comprehensive health benefits coverage.
- Annual professional development opportunities.
- Flexible work schedule.
- Twelve paid sick and mental health days per year.
- A hybrid work model with a mix of remote and in-person work (3 days in-person, 2 days remote).

Who Are We Looking For?

Career Trek seeks a proactive individual with a hands-on approach, eager to tackle tasks as needed, and keen on learning and forming connections with youth. The ideal candidate will engage with the community, stakeholders, and families, while directing a team to empower youth, fostering self-esteem, confidence, and understanding of educational and employment opportunities and obstacles. Some of the responsibilities of this role include:

1. Developing, promoting, and executing Career Trek's programs and Initiatives targeted towards youth in Grades 9 to 12.
2. Establishing relationships with participants and their families, schools, community members, businesses, and other organizations that align with Career Trek's Mission and Vision.
3. Ensuring high quality, high impact program delivery that provides participants with engaging and immersive career exploration lessons and skill development opportunities.
4. Coordinate and implement engaging programming that provides the opportunity for learning and growth.
5. Lead field trips and welcome guest speakers that align with career lessons.
6. Complete all administrative tasks to ensure Career Trek can report to its funders and the community at-large.
7. Provide guidance, support and mentorship to a group of Part-Time Program Delivery staff.
8. Oversee and ensure proper use of PPE and any safety protocol required at partner locations.

Skills & Qualification

- A combination of education, experience (work, volunteer, self-taught or lived) and professional development that demonstrates your knowledge and understanding of community development, program planning, implementation, evaluation and stakeholder relations.



- 1 to 2 years of experience working with children & youth from equity-deserving groups.
- 2 to 3 years in a leadership role, managing and coaching a team of staff.
- Familiarity with and working knowledge of Microsoft applications, including Word, Power Point, Excel, Teams, Outlook and Shared Point.
- Experience with public speaking or program/workshop facilitation.
- Familiarity or experience with planning and implementing events or programs.
- Ability to work under pressure, manage simultaneous priorities, meet deadlines and be accountable for results.
- Excellent organizational, leadership, interpersonal and time management skills, with the ability to pay attention to detail.
- Demonstrated oral and written communication skills.
- Ability to manage personal and professional boundaries.

Assets (Desirable Skills)

- Post-Secondary Education (in-progress or completed).
- Knowledge of barriers that marginalized and underserved youth may face.
- Experience working with Indigenous communities and organizations.
- Experience writing programming narratives, partner correspondence, and funding reports.
- 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.

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 C certificate.
 - Cost will be reimbursed by Career Trek.
- Training, ongoing support, and professional development will be provided.
- Some weekend and evening work is required.

If after reading the posting and learning about some of the key responsibilities, you're still interested in applying, as mentioned, please forward a detailed **cover letter** highlighting your experience along with your **resume** to: careers@careertrek.ca. **Please include 'Manager, Youth Initiatives'** in the subject line. Applications will be reviewed on a rolling basis until the position is filled. Career Trek thanks everyone who applies. 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, or LGBTQIA+.

For more information about Career Trek, please visit: www.careertrek.ca