



JOB TITLE: CURRICULUM DEVELOPMENT ASSISTANT

WAGE: \$12-14 / HR (DOQ)

We are looking for two dynamic and committed individuals who are passionate about educational programming and career development.

If you are enthusiastic about empowering children through creative lesson development, this job is for you.

We are a not-for-profit organization that helps young people discover the importance of post-secondary education by providing hands-on career-oriented programming at post-secondary institutions across Manitoba.

Executive Summary

Reporting to the Curriculum Developer, the Assistant's primary responsibility will be the upgrading of current programming curriculum and the development of program and project curriculum. This position will work in close collaboration with the Curriculum Developer and Career Trek team members to create detailed, interactive, and developmentally appropriate, career development-focused lessons for program delivery.

Major Duties and Responsibilities

- Assist the curriculum developer to develop/modify programming curriculum for participants ages 10 – 21.
- Become familiar with Career Trek's existing curriculum and practices.
- Engage in extensive research to ensure that Career Trek lessons are of a high and realistic calibre.
- Work closely with the curriculum developer to design and develop curriculum that provide participants with a high quality experience.
- Ensure that materials reflect Career Trek's organizational beliefs, values, and principles.
- Meet deadlines as assigned.
- Provide reports upon request.
- Additional duties as assigned.

Education and Qualifications

- University or College experience in relevant field.
- Knowledge and understanding of curriculum development and/or youth based program development.
- Knowledge and good understanding of career development and/or experience with Career Trek, or other educational programming for youth.
- Excellent written communication and oral interpretation skills

- Knowledgeable in the use of applicable computer programs (i.e. Mac systems, Microsoft, PowerPoint).
- Strong organizational skills and research skills required.
- Must demonstrate creativity and strong problem solving skills.
- Ability to follow directions and take initiative.
- Must work well under pressure and be self-motivated.
- Ability to work alone and with others.
- Criminal Background Check may be required.
- To be eligible, the candidate must:
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act 3*; and,
 - be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Date Requirements

- January 18 to April 1, 2016 (start and end dates are flexible).
- 10-20 hours per week, per position.

Please submit your resume, cover letter, and a writing sample (lesson or equivalent) to Career Trek's Curriculum Developer, Kerstin Hochheim, at khochheim@careertrek.ca by 4:30 p.m. December 21, 2015.

Only those selected for an interview will be contacted. No phone calls please.