



**Job Title: Project Facilitator**

**Job Type: Part-time Term - June 2019 - March 2020, with majority of hours between September and December 2019**

**Wage: \$16 per hour (DOQ)**

**Number of positions open: 1 (NorMan – Flin Flon)**

Career Trek is seeking a collaborative and thoughtful individual with project development and facilitation experience to work as part of Career Trek's pilot project aimed at improving the career development potential and future education outcomes of underrepresented high school youth.

This leader wants to make the world a better place through empowering young people to realize their career and educational potential, and address social concerns important for them and their communities.

The position is responsible for the facilitation of a group of high school students through career development activities at post-secondary institutions and community service projects on topics of their choice. The facilitator will provide guidance in all stages of the student's community service project from planning, implementation, monitoring, and presenting during a final conference.

The Facilitator reports to the Project Coordinator and is also in close contact with the Volunteer School Liaison.

The Facilitator practices and role-models Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your actions – through all aspects of their work.

**Skills & Requirements:**

- Post-secondary education;
- Demonstrated excellence in oral, written, and interpersonal communication skills;
- Experience working in youth career development or community service programs/projects is considered an asset;
- Demonstrated ability in service projects management, leadership and group facilitation;
- Knowledge of barriers and issues that youth may face in regards to gaining a post-secondary education and successful careers;
- Training/work experience in a not-for-profit setting is considered an asset;
- Demonstrated ability to prioritize tasks, and to meet deadlines;
- Demonstrated ability to adapt to changing environments quickly;
- Knowledge of Indigenous traditions is considered an asset;
- Ability to work with youth from diverse backgrounds;



- Available to work on Saturdays and some weekday evenings as necessary;
- Experience using Windows PC and Microsoft Office applications;
- First Aid CPR (Level C) certification;
- Valid driver's license and access to a vehicle; and
- Cleared criminal record and child abuse registry checks.

**Key Responsibilities and Accountabilities:**

- Implement the project activities as per the project action plan and deliverables;
- Attend initial project facilitator training session;
- Facilitate an orientation session with youth group to come up with a project topic and concept;
- Attend and co-facilitate activities at the project opening conference in Dauphin, MB, at the beginning of September 2019;
- Facilitate/coordinate groups throughout community service component of project;
- Conduct regular group meetings to monitor the students' community service project progress as per project action plan and budget;
- Lead and supervise the group during the career exploration sessions on various post-secondary campuses;
- Ensure the continual safety of participants by following Career Trek's risk management guidelines;
- Keep accurate track of participants' attendance;
- Provide and/or assist students in purchasing and/or obtaining necessary supplies and materials for their community service project;
- Effectively communicate with the Project Coordinator and report on project progress;
- Prepare the group for a closing conference in March 2020 to present project results, including guidance on writing a final report and the project success story; and
- Other duties as assigned.

*The tentative itinerary of main project tasks will be provided to interested candidates.*

**How to Apply:**

Email cover letter and resume by June 14, 2019 to:

Tanya Regehr  
Project Coordinator  
[tregehr@careertrek.ca](mailto:tregehr@careertrek.ca)

We thank all applicants, but only candidates selected for interviews will be contacted.