



Job Title: Project Coordinator

Full Time Term Contract: 40 hrs./week, 12 months, preferred start date – **April 1st, 2019**

Rate: \$17/hr.

Career Trek is seeking a collaborative and thoughtful individual with project development experience to coordinate Career Trek's project aimed at improving the career development potential and future education outcomes of underrepresented high school youth through career development activities and facilitated community service projects.

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

This dynamic and hands-on position requires a person to demonstrate passion for our programs. We are seeking someone with excellent analytical and communication abilities and a positive outlook, who is able to carry out project plans and activities involving multiple stakeholders and giving constructive feedback.

Reporting to the Director of Programming, the Project Coordinator is responsible for the processes within the scope of the project as per the project management plan. This position will work closely with the project Steering Committee and institutional partners in multiple locations in Manitoba.

The Project Coordinator 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 and Requirements

- Post-Secondary education.
- Demonstrated excellence in oral, written, and interpersonal communication skills.
- Training/work experience in a not-for-profit setting in program/project management is considered an asset.
- Experience working in career development programs is considered an asset.
- Demonstrated experience with the coordination and planning of successful events.
- Demonstrated competence managing a budget.
- Demonstrated competence in facilitating and presenting publicly.
- Demonstrated ability to prioritize tasks.
- Demonstrated ability to work under and meet deadlines.
- Demonstrated ability to adapt to changing environments quickly.
- Demonstrated ability to both work independently and as a part of a team.
- Excellent skills and experience with PCs and the Microsoft Suite, experience with using desktop video-conferencing/webinar applications (e.g. Zoom, Skype, WebEx etc.) is considered an asset.

Key Responsibilities and Accountabilities

- Project objectives – the Project Coordinator will integrate the project components to achieve the expected results (outcomes and outputs) for the participating high school youth groups in terms of experiential learning for career and post-secondary education development activities and completing related community service projects.
- Project activities – this position will coordinate implementation of the project ongoing and scheduled activities as per the project phases, milestones and timeline. The project activities include but not limited to:
 - Recruitment of youth participants according to the project target demographics;
 - Hiring and supervising part-time project facilitators, assistants and instructors to fulfil project activities;
 - Career exploration sessions for youth groups at post-secondary institutions and youth service projects implemented by these groups in their communities;
 - Project events including ongoing meetings, conferences, site visits etc.;
 - Project and events materials development, drafting media communication pieces.
- Communication – the Project Coordinator will maintain effective communication with all involved staff, volunteers and project partners to ensure effective implementation.
- Project spending and budget – the Coordinator will ensure purchase of project supplies and services and other items and expenses at the best quality and lowest price as per the project budget.
- Project monitoring and reporting – this position will coordinate with the Director of Programming and the project Steering Committee to administer project monitoring tasks and produce reports to ensure meeting the project key performance indicators.

Key Role Interactions:

- Director of Programming Winnipeg Region.
- Senior Director of Fund Development and Programming.
- Career Trek Senior Management Team.
- Project Steering Committee.
- Project Partners – participating partners organizations and their liaisons.
- Project part-time staff, Career Trek program managers and department coordinators.
- Participants and their parents/guardians, school contacts.

Expectations

Career Trek expects this position to:

- Model and encourage professional conduct and work ethic to deliver the highest quality of services possible to ensure the good reputation of the organization.
- Embrace the values of Career Trek and be mindful of Indigenous traditional approaches when exploring programming and resource development with the organization.
- Identify opportunities to bolster CT profile in all regions of the program.
- Stay current with trends in Programming and Development.
- Maintain a valid drivers license, possess the ability and willingness to travel outside of Winnipeg to connect with regional offices and project locations.
- Work collegially with fellow employees, volunteers, and participants.
- Work a flexible work week including evening and weekends, as required.
- Other duties as assigned.

Please send your resume and cover letter to Anatoliy Furda at afurda@careertrek.ca by 4pm Wednesday, March 20th, 2019.