



**Job Title: Wonder of Work Program Manager (Winnipeg)**

**Salary range: 40,000 – 45,000 (DOQ)**

**Job Type: Full-time**

**Start date: TBA**

### **Job Description**

Career Trek is looking for a committed individual who is passionate about empowering children and youth to achieve their full educational, career and life potential.

Career Trek is a not-for-profit organization offering comprehensive career development programs across Manitoba. Career Trek helps Young Manitobans to discover their full potential by providing them with hands-on learning opportunities designed to develop the skills, knowledge and values necessary for future success. These experiences help to increase educational attainment, career satisfaction and community stewardship levels.

***The Wonder of Work (Winnipeg) Program*** gives children an opportunity to discover their likes, dislikes, and potential by exploring a large number of occupations and professions at post-secondary institutions. Children spend up to five hours on each day of program, exploring occupational options at Career Trek's partnering post-secondary institutions. These experiences showcase the relevancy and interconnectedness of current school curriculum with future life opportunities.

Reporting to the Director of Programming, the Wonder of Work (Winnipeg) Manager oversees all aspects of Career Trek's programming that occurs in the region. In addition to managing the operations of this multi-site program, with a staff complement of approximately 45 part-time and volunteer staff, the Manager works closely with a large array of community, post-secondary, and school partners.

### **Key Responsibilities and Accountabilities**

- Provides leadership to further Career Trek's culture, mission, vision, and statements of belief;
- Responsible for the selection, supervision, and evaluation of staff and volunteers;
- Is extremely well-organized, adaptable and patient, and an energetic, positive community leader;
- Effectively contributes to the overall management, financial management, and planning of the program;
- Is competent in community based program delivery including program development, management, and evaluation;
- Plays a role in the development and maintenance of effective working relationships with departments at each partnering post-secondary institution;
- Establishes and strengthens relationships with community groups, organizations, schools and families;
- Models and encourages professional conduct and a strong work ethic to deliver the highest quality of service possible;
- Works with Career Trek's Curriculum Development Team, program partners, and instructors to

develop curricula;

- Provides on-site supervision at the various post-secondary campuses as needed, and is the point person for all program related incidents;
- Effectively communicates orally and in writing with staff, families, partnering schools, post-secondary partners, and the public;
- Is a problem-solver that builds consensus with a diverse set of stakeholders;
- Develops relationships and works respectfully with Indigenous communities – being sensitive to the issues related to First Nation residents on reserves and those living within the city;
- Is a positive and energetic community leader who is well-organized, adaptable, and patient;
- As part of a team, helps to develop and facilitate presentations to families and school personnel;
- Responsible for the day to day development, implementation and operations of the above noted programs;
- Working with the current participating communities to ensure stability and success;
- Is a dynamic team-player with a demonstrated history of professional innovation who feels a passionate commitment to Career Trek’s vision, mission, and beliefs;
- Plans and implements special events, such as family days, convocation and various service contracts; and
- Other duties as assigned.

### **Skill Requirements**

- Highly organized and detail-oriented;
- 2 + years of management and supervision experience;
- Strong computer skills, including proficiency with Microsoft Office Suite, CRM databases, and social media;
- Experience working with youth and/or Indigenous communities an asset;
- Graduate of Career Trek or previous experience with youth programming an asset; and
- Training in program delivery or program development an asset;
- Demonstrated excellence in:
  - oral and written communication;
  - human resource leadership with the ability to manage, support, and evaluate a large staff complement of 1.5 senior level coordinators and close to 45+ part-time and volunteer staff;
  - leadership, decision-making, and organizational abilities;
  - special event planning and facilitation; and
  - public speaking and presentation development and delivery.
- Demonstrated competence in:
  - constructing and managing budgets: tracking expenses, reporting variances between actual and budgeted expenses, following-up on outstanding purchase orders, etc.
  - designing and presenting a variety of information to a diverse set of community groups
  - writing programming narratives, partner correspondence, and funding reports; and
  - having a thorough understanding of and sensitivity to the demographics of the region, with an understanding of the needs of a wide range of people from different communities and walks of life;

### **Expectations**

- A relevant post-secondary degree or diploma with related professional experience.
- Must possess a class 5 valid drivers’ license and have access to a vehicle.
- Ability to travel to partnering communities in Manitoba, as required.

- Available to work evenings and weekends, as is necessary.
- Standard First Aid certification.
- Successfully complete criminal record and child abuse registry checks.

**Key Role Interactions**

- Director of Programming.
- Career Trek Management Team.
- Program Partners: participating school divisions, schools, school contacts, communities, local organizations and post secondary institutions.
- Media (under the direction of the Marketing and Communications Coordinator).
- Participants and their families.
- Program staff.
- Junior Staff Mentors (as applicable).

Interested applicants can send their cover letter and resume to Anatoliy Furda at [afurda@careertrek.ca](mailto:afurda@careertrek.ca). Only those selected for an interview will be contacted.

**Closing date: 4:30 pm, May 21<sup>st</sup>, 2019**