



Job Title: Program Assistant
Program: Youth Initiatives – North Region
Job Type: Part-Time, Term
Term: ASAP – May 2021
Rate of Pay: \$16/hr

Career Trek is seeking a collaborative and committed individual with youth facilitation experience to join our team to provide support in our youth initiative programs in the West region such as *Get Ready to Work! Project*, and *C.R.A.V.E. Project*. This leader wants to make the world a better place through empowering young people to realize their career and educational potential.

Career Trek is a not-for-profit organization that, for more than 20 years, has been offering programs for children, youth, and adults in the areas of education and career development. Career Trek provides an experiential, hands-on learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It is Career Trek's belief that its hands-on career-related activities and workshops enhance each participants' level of engagement in their education and ultimately supports the commitment and investment they will make in order to achieve career success and life satisfaction.

C.R.A.V.E (Career Readiness and Amazing Volunteer Experience) is a program that works with high school students. C.R.A.V.E. engages students in experiential career exploration and skill building activities while also creating a community service project plan aimed at addressing social issues and improving local communities.

Get Ready to Work! (GRTW!) is a project that works with Grade 9 students and focuses on career and educational discovery, skill development, and workplace exploration. GRTW! prepares students to make informed decisions about their future in education, post-secondary, training and beyond.

The Program Assistant (Youth Initiatives) reporting to the Program Manager – North Region, will assist with all aspects of Career Trek's Youth Initiatives programming, geared towards youths aged 14 - 18. In addition to assisting with the operations of this multi-site program, the successful candidate will assist with supervising volunteers. The PA will work closely with community Partners, school partners and Post-Secondary Partners. Responsibilities include, but are not limited to, assisting with school orientations, participant recruitment and registration, staff recruitment and training, program oversight, program logistics, curriculum development and event planning.

Duties and responsibilities:

- Communicate with members of Career Trek staff to collaborate on programming projects and plans
- Assist with the hiring, training, and supervision of part-time staff and volunteers
- Acquire lesson supplies and submit appropriate expense claim forms to the Program Manager
- Ensure the continual safety of participants by following Career Trek's risk management guidelines
- Ensure all participants are adhering to social distancing protocols outlined by the Manitoba government
- Provide support in planning and facilitating program activities involving youth recruitment and orientations

- Provide support with development of program reports
- Maintain positive relationships with Career Trek's community partners, staff, volunteers, participants, and families.
- Document participants' journeys by taking photos and gathering stories
- Assist in the planning and implementation of the CRAVE conference
- Must practice and role model 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.
- Other duties as assigned

Skills & Requirements:

- Post-secondary education (in process or completed)
- Demonstrated knowledge on career fields of focus in terms of educational pathways, employment paths, employers, etc.
- Demonstrated excellence in oral, written, and interpersonal communication skills
- Experience working with youth
- Knowledge of barriers (real or perceived) that youth may face in gaining a post-secondary education and achieving fulfilling careers
- Proficient with Microsoft Office products, experience with video conferencing software's such as Teams and Zoom, and an asset
- Excellent time management and organization skills
- Demonstrated ability to work independently and adapt to changing priorities
- Experience supervising part-time staff and volunteers
- Knowledge of Indigenous worldviews, teachings, language, or land-based education an asset
- First Aid CPR (level C) certification (or willing to obtain)
- Cleared criminal record and child abuse registry checks
- Available to work weekdays, occasional evenings and weekends as required
- Valid Manitoba driver's license and access to a vehicle is considered an asset

Working Conditions:

- Work will be primarily remote, as programs will be primarily facilitated online this year
- Will require a quiet and well-lit environment for online program delivery
- Some in-person may be required such as kit assembly and delivery days. In these work situations, safety guidelines will be observed
- Number of hours per week will vary up to 30 hrs but will be scheduled with Program Manager in advance
- Training will be provided

How to Apply:

Email cover letter and resume to:

Karen LeForte (Program Manager, North Region)

kleforte@careertrek.ca

While we thank all applicants, only candidates selected for interviews will be contacted. Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. We encourage all applicants to self-declare. For more information about Career Trek, please visit: www.careertrek.ca