



**Job Posting:** Program Manager, West Region

**Type:** Full-Time

**Salary:** \$42,000 - \$46,000/year

**Start:** As soon as possible

**Reports To:** Director of Programs

## Executive Summary

Career Trek Inc. is looking for an energetic, dynamic team player who thrives in a space of innovation, growth, change, and out-of-the-box thinking to work as its Program Manager - West Region. Reporting to the Director of Programs, the Program Manager oversees Career Trek's programming and presence in the West Region – which includes Brandon, Dauphin and surrounding area. This individual is passionate about, and committed to, empowering children and youth to achieve their full educational, career and life potential.

In addition to managing the operations of several in-person, hybrid, and online programs, with a large complement part-time staff and volunteers, the Program Manager - West Region, works closely with a large array of community, post-secondary, and school partners.

The exciting work at Career Trek Inc. happens on a number of levels and in relationship and partnership with many key stakeholders. 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 experiential, hands-on, learning opportunities that increases skills, competence, confidence, knowledge, and self awareness. It is Career Trek's belief that its hands-on career-related activities and workshops enhance each participant's level of engagement in their education and ultimately supports the commitment and investment they'll make to achieve career success and life satisfaction.

## Who Are We Looking For?

Career Trek is looking for a self-starter with a can-do, roll-up-your-sleeves attitude who is not afraid to jump in wherever necessary to get the job done. While the primary responsibility of the Program Manager is to lead, coach and mentor the regional Programs Team, this person will also play a key role in:

- Providing leadership to further Career Trek's culture, mission, vision, and statements of belief.
- The selection, supervision, and evaluation of regional program staff and volunteers.
- Community-based program delivery including program development, management, and evaluation.
- Working with Career Trek's Curriculum Development Team, program partners, and instructors to develop curriculum.
- Working with participating communities to ensure the stability and success of the programs and participants.



- Establishing and nurturing a working environment that creates employee engagement and empowers Career Trek employees and volunteers to thrive in an environment of change.

We are looking for someone with a special mix of skills, experience and knowledge that includes a keen eye for detail, a commitment to relationship building, someone who can work as a team player as well as take the initiative to work independently and who has a solutions-focused attitude. Ideally, this person will also have an understanding of the unique experiences of First Nations, Metis and Inuit peoples in Canada with a commitment to on-going learning in the space of truth and reconciliation.

If this sounds like an organization you want to work for please continue reading!

## **Key Responsibilities and Accountabilities**

### **Programming**

- Responsible and accountable for the implementation, management, supervision and evaluation of all programming activities in the 'West Region'.
- Ensure program activities operate within the policies and procedures of Career Trek.
- The day-to-day development, implementation and operations of the programs in the 'West Region' portfolio.
- Establishing and strengthening relationships with departments at each partnering post-secondary institution, community groups, organizations, schools, and families.
- Works with Career Trek's Curriculum Development Team, program partners, and instructors to ensure programming is current, relevant, and responsive to labour market trends and the future of jobs.
- As part of a team, helps to develop and facilitate presentations to families and school personnel.
- Planning and implementing special events, such as family days, graduations/celebrations, and various service contracts
- Provides on-site supervision at the various post-secondary campuses as needed and is the point person for all program related incidents.
- Effectively communicating with staff, families, partnering schools, post-secondary partners, and the public.

### **Human Resources**

- Participate in the recruitment, hiring, training and mentorship of programming staff to ensure that practices are consistent with Career Trek's Mission, Vision and Values.
- Implement human resources policies, procedures and practices of the organization and ensure that personnel files for the program are properly maintained and kept confidential.



- Accountable for ensuring all regional program staff meet performance standards, and implement corrective action when standards are not met.
- Create a work culture that empowers staff to think creatively, bring new ideas forward and thrive in an environment of change and expansion.

### **Financial and Administrative Management**

- Manage programming budget according to established accounting policies and procedures.
- Verify biweekly time sheets, for regional program staff, to ensure accuracy and integrity.
- Ensure required invoices and expense reconciliations are generated and submitted for review and payment according to established accounting policies and procedures.

### **Revenue Development**

- Monitor, track and report on achievement of key metrics
- Develop program specific narrative content for use in reports, proposals and communications
- Cultivate and nurture successful and productive relationships with current and potential funders in the region

### **Skill Requirements**

- Post-secondary education degree/diploma - preferably in the field of education, career or community development. A combination of education and work experience will be considered
- 2 + years of management and supervision experience
- Experience in program delivery
- Ability to manage high-pressure situations and multiple, simultaneous priorities in a fast-paced environment
- Excellent organizational, management, supervision and leadership skills
- Exceptional oral and written communication skills
- Outstanding problem-solving skills guided by a creative, innovative solutions-oriented mindset
- Experience managing budgets
- Strong computer skills, including proficiency with Microsoft Office Suite, CRM databases, and social media.

### **Expectations**

- Travel is a requirement of this position. This will be dependent on public health orders as it pertains to COVID-19.
- Maintain a valid driver's license and have access to a reliable vehicle.
- Some weekend and evening work will be required.



- Hold a current CPR and first aid certificate.
- Provide a Criminal Background Check and Child Abuse Registry Check.

**Assets:**

- Knowledge of Indigenous worldviews, teachings, language or land-based education, with a commitment to on-going learning in the space of truth and reconciliation.
- Experience working with Indigenous communities and organizations.
- Experience writing programming narratives, partner correspondence, and funding reports.
- Experience working with children and youth.
- Experience in recruitment and supervision of volunteers.
- Experience in program development.
- Graduate of Career Trek.

To apply, please forward your detailed cover letter highlighting your experience along with your resume to Careers at: [careers@careertrek.ca](mailto:careers@careertrek.ca). Please include '**Program Manager – West Region**' in the subject line. Career Trek thanks everyone who applies. Those selected for an interview 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](http://www.careertrek.ca)