



Job Title: Program Assistant – West Region/Brandon (Canada Summer Jobs)
Job Type: Part-Time (35 hours/week, 8 weeks)
Rate of Pay: \$15/hour
Deadline: June 3, 2022 (or until position is filled)

Position Summary:

With the generous support of Canada Summer Jobs, Career Trek is looking for an outgoing, collaborative, and conscientious post-secondary student who is passionate about working with children and youth, inspiring lifelong learning, and improving education and career outcomes. This individual wants to engage and empower youth to realize their career and educational potential. The **Program Assistant** will provide support to the **Manager, West Region**, in the development and delivery of summer day camp programs in Winnipeg. The Program Assistant will also work within a team of other Career Trek staff to ensure the safe and effective delivery of programs. They will build positive relationships with participants and model Career Trek's Core Values:

- Equity, Inclusion & Belonging
- Respect
- Balance & Wellness
- Truth & Reconciliation
- Caring

Duties and Responsibilities

Reporting to the **Manager – West Region**, the **Program Assistant** will:

- Assist in
 - o Training, and oversight of part-time staff.
 - o Scheduling programs and staff
 - o Planning and delivering special events.
 - o Updating, sourcing, and organizing resources that support staff and program delivery.
- Facilitate career exploration lessons and skill development workshops, as needed.
- Ensure safety standards are in place and are followed consistently to meet organizational guidelines.
- Develop and maintain effective working relationships with Career Trek staff, volunteers, and community partners.
- Model and encourage professional conduct and a strong work ethic to deliver the highest quality of service possible.
- Develop, nurture, and maintain respectful relationships with Indigenous communities, organizations, and individuals.
- Other duties as assigned.



Skills & Requirements:

- Post-secondary education in process.
- Strong oral, written, and interpersonal communication skills.
- Excellent organizational skills.
- Strong leadership and decision-making skills
- Ability to work independently and as part of a team
- Adapt to changing priorities.
- Computer skills with the ability to use software such as Microsoft Office, and video conferencing software such as Teams, Zoom, etc.
- Provide criminal record and child abuse registry checks.
- First Aid CPR (level C) certification (or willing to obtain).
- Fully vaccinated.

Assets:

- Experience supervising part-time staff and/or volunteers.
- Experience working with youth.
- Public speaking and presentation development and delivery.
- Knowledge of Indigenous worldviews, teachings, language, or land-based education.
- Experience working with Indigenous communities and organizations.
- An understanding of Canada's history and relationship with Indigenous Nations with a commitment to ongoing learning in the space of truth and reconciliation.
- Graduate of Career Trek or previous programming experience.

Working Conditions:

- Work will be a combination of work from home and in person, in accordance with safety protocols and guidelines laid out by public health and community officials.
- Internet is required to work from home. (A laptop will be provided.)
- Training and ongoing support will be provided.
- Some travel may be required.
- Some weekend and evening work may be required.

How to Apply:

To apply, please forward your detailed cover letter highlighting your experience along with your resume to Careers at: careers@careertrek.ca. Please include 'Program Assistant, West Region - CSJ' 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

Career Trek's Vision

Inspiring life-long learning today, for a just and equitable tomorrow.

Career Trek's Mission

Career Trek works collaboratively to remove barriers to education, employment, and life-long learning opportunities through hands-on career exploration, mentorship, and workshops.

About Career Trek

Career Trek is a registered charity that helps young people discover the importance of education and career development. Career-oriented programming, complete with hands-on activities, ignites participants' passion for learning. Career Trek inspires young people to recognize their own potential.

Career Trek's unique learning model guides Manitoba's young people through increasingly more challenging education and career development learning. Participants thrive in a non-judgmental environment. They become engaged and invested in themselves and their communities.

With Career Trek, the path to career success becomes clear and well-marked. Participants leave the program empowered by knowledge and experience. They can make important decisions about the future.

Education and career development drive Manitoba's workforce and economy. Career Trek works with local communities across the province to identify training needs and career opportunities for young people. When Manitoba's young people are inspired to pursue career and educational paths, Manitoba's communities are strong and resilient.

With Career Trek, the path to career success becomes clear and well-marked. Participants leave the program empowered by knowledge and experience. They can make important decisions about the future.