



# JOIN OUR TEAM!

## Youth Employment Support Program Coordinator Full Time, Term Position (until March 31, 2023)

**Currently Remote work, subject to change**

Are you inspiring with a strong desire to make a difference! We are looking for an individual to help develop and deliver the YMCA-YWCA of Winnipeg Youth Employment Support Program. This program equips newcomer youth (aged 15-30) to acquire the skills, learning experience and opportunities they need to find and maintain employment and help create a positive impact in their community. You will be responsible to develop and coordinate programming, recruit newcomer youth facing barriers to the employment market in Winnipeg to participate in the program, provide employment support.

### Are you the right fit?

- Provide leadership, supervision and direction to the participants, consultants and trainers of Y-Yes Program.
- Maintain effective external partnerships (e.g. support agencies, community associations, small businesses).
- Engage new participants through building strong networks, initiating/attending meetings, planning sessions, training and events.
- Deliver face-to-face programming with youth participants (aged 15-30) in a positive and professional manner.
- Evaluate and recommend appropriate changes to the program when necessary.
- Complete internal case management; e.g., track courses, manage registration/waiting lists, monitor program statistics.
- Assist in the administration and monitoring of program budget.

### What else do you need?

- Post-secondary education in a related field (Business, Management, Career Development, Settlement Services, Youth Development) or combination of relevant education/experience.
- 1 – 3 years of relevant project experience in a lead role & working with youth (age 15-30)
- Strong organizational, time management and problem-solving skills
- Effective verbal, written communication and interpersonal skills
- Fully immunized against COVID-19 or valid exemption

### Why work at the Y?

- Great people and dynamic work environment
- We pay most of your benefit premiums (if eligible)
- Complimentary individual Y membership
- 5% employer-matching pension plan

**Submit your cover letter and resume, including salary expectations by June 27, 2022 to: [monique.burke@ymanitoba.ca](mailto:monique.burke@ymanitoba.ca)**

*The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks. We also are committed to providing an inclusive environment where diversity is welcomed and encouraged. If you require accommodation during any part of the recruitment or selection process, please don't hesitate to reach out. This includes providing you with alternate formats of this posting. We thank you for your interest; however, only candidates selected for an interview will be contacted.*

*If you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully immunized against COVID-19 or have a valid exemption.*

