

Youth Employment Services Manitoba (YES) is seeking an Education Program Coordinator to develop and facilitate comprehensive career and life skills workshops and presentations in high schools and educational institutes across Winnipeg and Manitoba. You will work with school administrators and educators to support students in developing the knowledge and skills needed to find and maintain meaningful employment.

Position: Education Program Coordinator

Hours: 37.5 hours per week (Monday – Friday, 8:30 a.m. – 4:30 p.m.)

Start date: ASAP

End date: Term ends June 30, 2023 with possibility of extension

Salary: \$18.50 - \$21.25 per hour

Benefits: Group health and dental plan | Employee assistance program | Three weeks paid vacation

Location: Youth Employment Services, 614 – 294 Portage Ave, Winnipeg

Specific Responsibilities:

Reporting to the Executive Director, the Education Program Coordinator will:

- Research, update, and develop content for workshops and presentations designed to increase knowledge and proficiency in the skills and strategies required for youth to find and maintain meaningful work.
 - Workshops and presentations will include topics such as: developing strong resume and cover letter writing skills, interview etiquette and preparation, effective job search techniques, understanding employer expectations and workplace etiquette, and setting career and education development goals.
- Understand and incorporate relevant labour market trends and address barriers youth may face to finding and maintaining employment; liaise directly with educators to ensure consistent delivery of career development information aligns with Manitoba Education career development education competencies.
- Facilitate virtual and in-person workshops and presentations in schools and community organizations; foster an environment that assists students in understanding career options, goal setting, and developing individual action plans; provide necessary guidance and connections to resources, as needed.
- Work to establish and maintain a program presence in rural and northern school divisions by providing in-person and virtual services (including presentations, workshops, and mock interviews) to students in rural and northern communities.
- Work with YES staff to provide information to students about employment services and supports offered, including individual career development support and pathways to post-secondary education.
- Engage in ongoing activities to promote programming to students, educators, school administrators, and community members; manage all incoming presentation and workshop requests from educators and community organizations; schedule and plan workshops, presentations, and information sessions.
- Attend regularly scheduled Career Development Professional Learning Group meetings and other networking opportunities with educators and school administrators to support program outreach and development.
- Assist with community, partner, and employer outreach to expand the organization's visibility and reach; liaise with partners to assist students in exploring various work and training options.
- Coordinate program evaluation activities, prepare monthly and annual program reports, and ensure annual program targets are met. Perform comprehensive data collection and administer program evaluation activities, such as student surveys, to track deliverables and knowledge uptake.

- Assist YES staff to ensure coverage of various tasks (client intake, reception duties, client support, etc.) and support other duties, as assigned.

The Education Program Coordinator will possess the following qualifications and attributes:

- Certificate, degree, or diploma in education, humanities, or career development. A combination of education and previous experience will be considered.
- Strong computer skills, with proficiency in Microsoft Office Suite, including Microsoft Teams.
- Strong working knowledge of training and education programs, employment barriers, labour market conditions, and community resources.
- Excellent interpersonal skills; strong written and oral communication skills.
- Experience facilitating presentations and workshops to large groups virtually and in-person required.
- Comfortable working with youth in a professional manner, exercising a non-judgmental, client-led, and respectful approach.
- Demonstrated understanding and ability to recognize and appreciate the diversity of cultures, ideas, and opinions.
- Demonstrated ability to develop creative solutions that foster student engagement and knowledge uptake in a classroom setting; experience with youth program evaluation an asset.
- Organized and attentive to detail; strong time management skills.
- Self-motivated with an ability to work independently and as an enthusiastic team player, with proven capacity to show initiative and take responsibility.
- Valid Class 5 Drivers' License and access to a vehicle required, as travel to schools and community organizations required.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), and Child & Adult Abuse Registry as conditions of employment. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment. Only original copies of the CRC, CARC, and AARC will be considered acceptable for the purposes of this policy.

YES requires all staff to be fully vaccinated for COVID-19. This requirement applies whether you are working remotely or on-site.

We are committed to a workforce that reflects the diversity of those we serve. We encourage applications from all qualified individuals including applications from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. If you identify as First Nations, Métis, Indigenous, racialized, a member of the LGBTQIA2S+ community, a person with a disability, and/or a member of a marginalized community (i.e. foster care), you are encouraged to indicate this in your cover letter. We are committed to accommodating applicants with disabilities throughout the recruitment process and will offer reasonable accommodation to individuals participating in the selection process upon request.

YES provides free, inclusive employment services for youth ages 16 to 29. Our purpose is to help youth realize their potential to become self-sufficient. We strive to create a warm and welcoming environment for clients, community members, and staff. We meet people where they are and for who they are.

YES offices are located on Treaty One territory, on the traditional territory of the Anishinaabe, Cree, Oji-Cree, Dene, and Dakota Peoples, and the Homeland of the Metis Nation.

Please email your cover letter and resume to [hiring@yesmb.ca](mailto: hiring@yesmb.ca), including "Education Program Coordinator" in the subject line. Applications will be accepted until 5:00 p.m. on June 16, 2022 or until the position is filled.

We thank all who apply but only those selected for an interview will be contacted.