



Positions Available **Career Trek Inc.**

Career Trek is a not for profit organization that provides innovative educational programming for a diverse group of young people who require additional support to attain a post-secondary education. The program is designed to educate young people (and their families) on the importance of staying in school, aspiring to a post-secondary education and career options.

General Qualifications:

- Relevant post-secondary degree/ diploma and related work experience.
- Knowledge of career and curriculum development.
- Must have experience working with youth.
- Ability to work flexible hours including weekends and some evenings.
- Must have access to the vehicle.
- Knowledge of the Aboriginal community considered an asset.
- Criminal and child abuse background checks are a required part of the hiring process.

CURRICULUM DEVELOPER

Full - Time Salary: \$45,000

Profile: The incumbent's primary responsibility will be the upgrading of current program curriculum and the development of all new program and project curriculum. This position will work in close co-operation with Career Trek team members, industry and education professionals to create dynamic, interactive, age-appropriate career-focused lessons for our participants.

Responsibilities:

- Develop/modify program/project curriculum for ages 10 - 20 years old.
- The incumbent will familiarize themselves with Career Trek's existing curriculum and practices. Will require travel.
- Engage in extensive research (internet, meeting with industry/education professionals, etc.) to ensure that Career Trek lessons are of a high and realistic calibre.

WESTMAN PROJECT MANAGER

Full - Time Salary: \$45,000

Profile: Seeking a dynamic, committed, team-oriented individual with excellent communication and interpersonal skills, and a positive attitude to work with 10 - 11 year old youth in an innovative, educational setting. The Project Manager will be responsible for the development of our program in the Westman Region. The Project Manager will be setting up partnerships with school divisions, schools and post-secondary institutions, as well as overseeing an 8-week program. The Westman Project Manager will work out of Career Trek's Brandon Office.

Responsibilities:

- Manage the recruitment, selection and training of paid college/ university staff members and volunteers.
- Responsible for the ongoing evaluation of program staff and for their orientation, ongoing training and professional development.
- Responsible for public relations in the Westman Region.
- Develop all program policies and manuals.
- Onsite supervision of staff.
- Regular communications between Project Manager and participating schools as well as participants and their families.
- Will require periodic travel within the region.

Join our team at Career Trek to explore your next challenge and fulfill your desire to empower the youth of today! To apply for this position, please email your resume by July 31st, 2009 to the Director of Programming, Elena Anciro at eanciro@gmail.com or fax to 204-261-0021.

Only those being interviewed will be contacted.