



## **Employment Posting: Program Coordinator**

6-month term with possibility of extension

Voices: Manitoba's Youth in Care Network is a rights-based, youth-driven organization that engages, equips, and empowers youth in and from care, ages 12 to 30, through activities that focus on personal, emotional, and social development. We are under the stewardship of the Boys and Girls Clubs of Winnipeg.

The Voices Program Coordinator will report to the Director, and is responsible for planning, facilitating, and reporting on all Voices programs. These programs include but are not limited to: Group Home Games Nights, Voices Leadership Team, System Kidz Radio Show, Voices ROx (physical activities), the Network Retreats, M.A.S.S.I.V.E., Earl Cook Classic Hockey Game, Voices Free Hug Day, and the Voices Family Christmas Party. The Coordinator will act as a representative of Voices: Manitoba's Youth in Care Network on a variety of community councils/committees.

The ideal candidate will have experience working with youth ages 12 to 24, with demonstrated skills and abilities in program planning and delivery, including project budget management. The successful candidate will have knowledge and understanding of Manitoba's child welfare system, is creative, energetic, conscientious and detail-oriented, enjoys making a difference, being part of a team, and wants to help youth-in-care recognize their potential.

Duties include:

- Program/Event Planning
  - Develop programs and projects with the youth leadership team
  - Evaluate and report on programs
- Program Facilitation
  - Public speaking in workshops and presentations
  - Mentor and provide a positive role-model to youth in/from care
  - Facilitate group home visits and other outreach activities
  - Follow-up with Voices members after events, meetings, activities
  - Document all programs/events
- Financial Management
  - Manage program budgets
- Develop community relations
  - Represent Voices at training and networking opportunities
  - Network and build relationships within the community

Experience/Qualifications:

- Relevant post-secondary education and training
- 1+ years experience planning and delivering youth programming
- Knowledge and understanding of Manitoba's Child Welfare System
- Experience and appreciation working in cross-cultural settings
- Proficient in MS Office (Word, Excel, Publisher), Email, Internet
- Strong communication skills, both verbal and written
- Strong organizational, analytical and problem solving skills
- Integrity
- Reliable and consistent
- Creative and resourceful
- Priority will be given to alumni of care
- A valid class 5 drivers license and access to a reliable vehicle is an asset
- A clear Criminal Record Check and Child Abuse Registry Check must be completed prior to employment (valid within 6 months)

Office Hours: 10am to 6pm, Monday to Friday, with evenings and weekends as required

Salary Range: \$14-\$16 per hour, reflective of experience

This is a 6-month term with possibility of extension.

Please submit your résumé and cover letter by 4pm, Friday, September 1<sup>st</sup>, 2017:

Program Director

Voices: Manitoba's Youth in Care Network

3<sup>rd</sup> floor, 61 Juno Street

Winnipeg, MB R3A 1T1

Email: [marie@voices.mb.ca](mailto:marie@voices.mb.ca)

Voices: Manitoba's Youth in Care Network would like to encourage applications from qualified candidates who reflect the diversity of our province. Only successful applicants will be contacted.