



## Voices: Manitoba's Youth in Care Network Employment Posting: Program Coordinator

Job Title: Program Coordinator  
Job Type: Full Time - Permanent  
Anticipated Schedule: Monday – Friday 10:00am-6:00pm (35 hrs per week)  
Wage: \$41,500 annually  
Location: On-site  
Benefits: Extended health care, dental care, RRSP matching, paid time off, paid health days

*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 come alongside youth while they are in care, as they transition to in(ter)dependence, and as they grow into adults pursuing their goals.*

*We raise awareness of the challenges youth-in-care face, educating the public and working with child welfare professionals to create a better system of care in Manitoba. Improving living conditions for children and youth who find themselves in alternative care, such as foster homes, group homes, and independent living programs. Voices: Manitoba's Youth in Care Network is under the stewardship of BGC Winnipeg.*

<https://voices.mb.ca>

### Position Summary:

The Program Coordinator is responsible for planning and facilitating programs, events and retreats for youth and community engagement. The Program Coordinator organizes and facilitates workshops for the public and service providers to raise awareness of the challenges youth-in-care face and open the discussion on how we can work together to create a better system of care in Manitoba.

### Duties & Responsibilities Summary

- Organize and facilitate workshops to the public and service providers in-person and virtually
- Assist in developing and facilitating Youth Leadership program
- Take the lead in planning and coordinating youth and community engagement events and retreats
- Document, evaluate and report on programs and events
- Manage program and event budgets, purchasing, safe handling of money and receipts, accurate records of program expenditures
- Collaborate with community organizations, schools, caregivers, service providers to advocate for and develop resources and supports for young people
- Network and promote Voices youth programs and events.
- Supervision and leadership of summer staff and adult and youth volunteers and students
- Work independently with little supervision and also as a cohesive member of a diverse team
- Provide support and guidance to youth participants, addressing their needs and concerns.
- Stay informed about current trends and issues related to youth-in/from care, resources, services, and opportunities
- Actively participate in all Voices activities, programs, and events
- Maintain an environment that is physically and emotionally safe and inclusive for all



participants and staff

- Act as a positive role model for participants; establishing positive relationship with participants while maintaining healthy boundaries and professionalism

### Qualifications and Competencies

- Post-secondary education in Recreation Management, Project Management, Social Work, Community Development, Child and Youth Care, or other combinations of education and experience will be considered
- 3+ years' experience planning and delivering youth programming
- Strong Knowledge and understanding of youth development and impact of trauma, youth issues and community resources
- In-depth knowledge of Manitoba's Child Welfare System
- Experience delivering workshops and presentations
- Experience planning and coordinating large events in collaboration with community partners
- Experience handling a program budget/petty cash
- Experience supervising and leading staff and or volunteers.
- Experience, appreciation and ability to build positive relationships with youth and emerging adults of diverse backgrounds, cultures, experiences, and abilities
- Proficient in Microsoft 365 (Outlook, Teams, Sharepoint, Word, Excel)
- Excellent verbal and written communication skills.
- Strong organizational, analytical and problem solving skills
- Exceptional interpersonal and conflict resolution skills.
- Must have and maintain a Class 5F Manitoba Driver's License with a clear Driver's Abstract, access to a reliable vehicle
- Provide recent Criminal Record Check with Vulnerable Sector Search (PVSC) and Manitoba Child and Adult Abuse Registry checks prior to start date
- Lived experience in Manitoba's child welfare system (group homes, foster homes, kinship care, adoption, independent living programs) is considered an asset

*We recognize that some applicants have experienced barriers to traditional educational and employment opportunities. We consider various combinations of education, employment, volunteer, and lived experience and encourage applicants to highlight these experiences in their cover letter and resume.*

### How to Apply:

If you are interested in this role, we would like to hear from you. All applicants are required to provide a resume and cover letter (yes we read these!) to [hr@bgcwinnipeg.ca](mailto:hr@bgcwinnipeg.ca) Please state the position you are applying for in the subject line of the email. **Deadline for applications is March 24, 2024**

### Accessibility

We offer accommodations to applicants throughout our recruitment process, upon request. Please contact us via email [hr@bgcwinnipeg.ca](mailto:hr@bgcwinnipeg.ca) or phone 204-982-5552