



Director of Programs

Background:

Career Trek is a charitable organization, based in Manitoba, that helps youth discover the importance of education and career development. Through collaborative partnerships Career Trek seeks to remove barriers to education, create opportunities for employment, life-long learning, and provide hands-on career exploration, mentorship, and workshops. Youth are supported to achieve career success through development of competence, confidence, and self-awareness. For more than 25 years Career Trek has dedicated itself to providing programs for children and youth from equity deserving groups in the areas of education, career exploration and career development with the mission of inspiring continuous learning today for a just and equitable tomorrow.

About The Role:

Reporting to the Chief Executive Officer, working closely with the Program Leadership Team along with a variety of stakeholders this is a full-time position (40hrs/week).

Career Trek is looking for an energetic, dynamic, creative professional who thrives in a space of innovation, growth, change and out-of-the-box thinking. The ideal incumbent will be a self-starter with experience in the charitable sector, expertise in and success with program design, delivery and evaluation, and is an ambitious professional with a high degree of integrity.

Specific duties include:

- Responsible and accountable for the implementation, management, supervision, evaluation and growth of programming in the Manitoba.
- Ensure programs are in compliance with agreements, within budget and contribute to the overall strategic priorities of the organization.
- Provide leadership, feedback, guidance, coaching and training to the Program Leadership Team.
- Implement systems for evaluating staff needs and performance.
- Build, expand and nurture strategic relationships with a variety of key stakeholders.
- Build and manage annual programming budget.
- Ensure accurate qualitative and quantitative data is collected for the purpose of reporting.
- Ensure administrative processes are followed and deadlines are met (ie. Expense reports, visa reconciliations, funding reports).
- Support and contribute to fund development efforts.

What Career Trek Offers:

- Starting salary in the range of \$70,000 to \$75,000.
- Comprehensive Benefit package including health and dental benefits, available after 3-months.
- Vacation starts at three weeks per year plus additional paid days during the holiday season in December.
- Work-life balance, including hybrid flexible arrangements (3 days in office, 2 remote).
- Opportunity to be part of a collaborative, engaged and dedicated team.

**About You:**

- Successful track record in program development, delivery and evaluation in a similar role in the charitable sector or equivalent experience.
- Successful track record managing and supporting high performing teams.
- Experience with building, managing and monitoring budgets.
- Relationship-driven professional with the ability to work with a variety of diverse stakeholders.
- Action-oriented, results and impact focused.
- Strong written and verbal communication skills.
- Strong organizational, time management and prioritization skills.
- Excellent interpersonal skills with a dedicated customer services orientation and attention to detail.
- Creative problem-solver and strategic thinker who can mobilize people around a shared vision and provide innovative solutions.
- Skilled computer skills including proficiency in Microsoft Office Suite and Excel.
- Self-motivated, enthusiastic and willingness to learn and grow.

Additional Information:

- Ability to travel within Manitoba on occasion and available to work some weekends and evenings to meet the programmatic, financial and operational needs of the organization.
- Provide a satisfactory Criminal Background Check and Child Abuse Registry Check.
- Career Trek is committed to the work and learning required to walk the path of truth, reconciliation, equity, inclusion and belonging. All staff are expected to participate in learning and development in this area – individually and collectively - and to work from the lens of anti-racism and anti-oppression.
- While there are no current vaccination mandates in place regarding Covid-19, should this change Career Trek will reinstate its mandatory COVID vaccination policy which requires all staff to be fully vaccinated and provide proof as such as a condition of ongoing employment.

To ensure a diversified and representative workforce, Career Trek is committed to employment equity practices that achieve a workforce reflective of the community and participants it supports through its programming. We encourage applicants to self-identify as Indigenous, Two-Spirit, Black, a Member of a Racialized Community, A Person with a Disability, LGBTQQIA+. We encourage you to declare your employment equity status within your application. For more information about Career Trek, please visit: www.careertrek.ca

To apply to this opportunity, please submit a resume and detailed cover letter to: careers@careertrek.ca. To note, we are currently hiring for a number of positions. To ensure your resume and cover letter are forwarded accordingly, please include Director of Programs Application in the subject line of your email.

This position will remain open until filled. Only those applicants selected for interview will be contacted.