

## Job Profile

**Job Title:** Youth Job Centre Manager

**Date:** May 7 – August 10, 2012

**Full/Part-Time:** 35 hours per week

**Salary:** \$11.62 per hour

**Experience:** ***Must have the following attributes:***

- Ability to Work with Minimum Supervision
- Ability to Multi-Task
- Written & Verbal Communication Skills
- Interpersonal Skills
- Experience working with youth and the public
- Computer Experience in using MS Office programs
- Marketing Skills
- Knowledge of the community and surrounding area

**Duties:** ***Duties Include:***

- Organize and set-up rural MYJC office
- Promote the MYJC to employers, students, youth and community groups
- Design materials to advertise services provided by MYJC
- Do presentations to local schools
- Receive and process job orders
- Design promotional campaign and plan special events for Hire a Student Week
- Prepare weekly, monthly and seasonal statistical reports

**Location:** Boissevain, Manitoba

**Employer:** Turtle Mountain Community Development Corporation

**Contact:**

**Address:** Box 368, 420 South Railway Street  
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Tel: (204) 534-6303  
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**Deadline:** March 1, 2012

Interviews will be conducted the week of March 5, 2012. Only those considered for an interview will be contacted.