



Job Title: Curriculum Assistant
Job Type: Term
Term: June 3, 2024 – August 30, 2024 (37.5 hours/week)
Rate of Pay: \$19/hr

This position is funded by the Manitoba Metis Federation, and applicants must be students with Red River Metis status. Applicants must be attending school full-time and returning to school on a full-time basis in the upcoming academic year.

Position Summary

Career Trek is looking for a creative, collaborative, and conscientious individual who is passionate about improving education and career outcomes for children and youth through the creation of career development-focused lessons and resources for Career Trek programming. The Curriculum Assistant will provide support to the Manager of Inclusive Learning and Resource Development (ILRD) in the modification and development of career exploration lessons and skill development workshops for programming in all of our Manitoba program sites. This position will work in close collaboration with the Manager ILRD and Career Trek team members to create detailed, interactive, developmentally appropriate, and career-focused lessons for online and in-person program delivery in Manitoba. They will build positive relationships with participants and model Career Trek's Core Values :

- Equity, Inclusion & Belonging
- Respect
- Balance & Wellness
- Truth & Reconciliation
- Caring

In addition to this, the successful candidate will support programming by:

1. Ensuring curriculum is current, relevant, and meets the needs of our community.
2. Researching and identifying education trends, and age-appropriate milestones as they pertain to career education and 21st Century employability skills.
3. Supporting staff through the development of hands-on career lessons and skills workshops.
4. Developing resources and plans that ensure the safe and effective delivery of the program

Duties and Responsibilities

- Work closely with the Manager of Inclusive Learning and Resource Development to design, modify, and develop curriculum that provides participants with high-quality experiential learning for participants from grade five to adulthood.
- Become familiar with Career Trek's existing curriculum and practices.
- Research and develop activities that utilize online learning methods.
- Engage in extensive research to ensure that Career Trek lessons are relevant, current, and reflect career trends within Manitoba.
- Connecting with the various Programs Managers and Coordinators as necessary.
- Ensure that materials reflect Career Trek's organizational beliefs, values, and principles.
- Meet deadlines as assigned.
- Provide reports upon request.



- Additional duties as assigned.

Skills and Requirements:

- Post-secondary education in process.
- Demonstrated excellence in oral, written, and interpersonal communication skills.
- Computer skills with ability to use software such as Apple systems, Microsoft Office, and video conferencing software such as Teams, Zoom, etc.
- Graphic design skills – adobe, canva, etc
- Strong organizational skills and research skills.
- Innovative, creative mindset
- Strong problem-solving skills.
- Ability to work independently and adapt to changing priorities.
- Criminal Background Check and Child Abuse Registry Check may be required.
- ***Proof of Red River Metis Citizenship (MMF Citizen Number)***
- ***Must have attended school-full time during the current academic year and be returning to school on a full-time basis in the upcoming academic year***

Assets:

- Knowledge and a good understanding of career development and/or experience with Career Trek, or other educational programming for youth.
- Knowledge of Indigenous worldviews, teachings, language, or land-based education.
- Experience working with Indigenous communities and organizations.
- An understanding of Canada's history and relationship with Indigenous Nations with a commitment to ongoing learning in the space of truth and reconciliation.
- Experience with curriculum and program development in an Indigenous context, including land-based education.
- Graduate of Career Trek or other previous programming experience.

Working Conditions:

- This is a remote/work from home position
- Training and ongoing support will be provided.
- Internet and computer/laptop is required to work from home

How to Apply:

Email cover letter and resume by **May 24th, 2024 at 4:30 p.m. to careers@careertrek.ca**. Please include '**Curriculum Assistant**' in the subject line. While we thank all applicants, only candidates selected for interviews will be contacted. Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare on their cover letter For more information about Career Trek, please visit: www.careertrek.ca

Career Trek's Vision

We envision a Manitoba where all citizens are able to realize their full career and education potential.

Career Trek's Mission

We aim to give young Manitobans the experiences and information they need to succeed. They develop knowledge, skills, relationships, and values that will help them find educational and career success.