



DAKOTA OJIBWAY TRIBAL COUNCIL – Skills Link EMPLOYMENT OPPORTUNITY

POSITION: Youth Program Coordinator – (TERM – 6 months)
Dakota Ojibway Tribal Council – Skills Link Program

LOCATION: Dakota Ojibway Tribal Council
230-5010 Crescent Road West, Keeshkeemaquah, MB

CLOSING DATE: Monday, February 13, 2023 @ noon

YOUTH PROGRAM COORDINATOR

Reporting to the Social Development Program Manager, the Youth Program Coordinator provides the management, development and planning of programs that foster a positive environment. The incumbent will encourage and promote a supportive environment for youth to work in while working in cooperation with individuals and groups within community to determine the needs of the youth in the workplace.

KEY RESPONSIBILITIES:

- Manages youth including training, guidance, supervision, facilitation of group meetings, development of work plans, as well as conducting performance evaluations which would include traveling to communities.
- Develops and coordinates the implementation, and evaluation of the youth programs
- Ensures the daily operation of the programs
- Works in partnership with community organizations
- Identify and report trends and priorities needed for the youth in the community
- Determines the gaps in service delivery and recommends strategies for improvement
- Ensures that the programs and services are consistent with the *Occupational Health and Safety Act*
- Ensures that the programs and services are effective in meeting the needs of the youth, and adhere to the organizational objectives of the IAFNYES program.
- Advises and gives support to the youth when resolving problems
- Ensures leadership by encouraging communication, participation and motivation while fostering a positive team environment

QUALIFICATIONS: (including, but not limited to)

- Minimum of 2 years-experience working with youth
- Capacity to work with people from diverse cultural backgrounds
- Capacity to work efficiently within a multidisciplinary team
- Strong ability to work independently
- Excellent interpersonal and communication skills
- Demonstrates an equal opportunity and non-judgmental attitude (i.e.: sensitivity to diversity, poverty and minority issues)
- Strong computer skills

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle

Interested applicants are invited to forward a resume and cover letter, including two (2) references to:

DAKOTA OJIBWAY TRIBAL COUNCIL
Attn: Erica Nicholson, Human Resource
Ph: (204) 239-8650 Fax: (204) 857-6037
Email: humanresource@dotc.mb.ca