Youth Employment Services Manitoba (YES) is seeking an Outreach Coordinator to join our Futures Forward team. The Outreach Coordinator works closely with other members of the Futures Forward team to provide education and career development support for youth in or from care in Manitoba. The Outreach Coordinator will engage in regular community outreach and networking activities, as well as provide one-on-one support to participants accessing Futures Forward programming and services.

**Position:** Outreach Coordinator

**Hours:** 37.5 hours per week (Monday to Friday, 8:30 a.m. to 4:00 p.m.)

**Start Date:** September 1, 2021 (start date is negotiable)

**Salary:** $20.50 – $24.50 per hour

**Location:** Youth Employment Services, 614 – 294 Portage Ave, Winnipeg, MB

During COVID-19 this position will require a combination of in-office and remote duties, as provincial health restrictions allow. Appropriate health and safety precautions will be taken at all times.

With the support of the Futures Forward Project Manager and YES Executive Director, the Outreach Coordinator has the following responsibilities:

**Community Outreach**

- Establish and maintain positive working relationships with high school counsellors, school social worker, educators, and school administrations to promote Futures Forward programming and services; provide information regarding post-secondary education and career planning.
- Organize virtual and in-person presentations and events with high schools to build awareness of Futures Forward programming and services to students, high school counsellors, school social worker, educators, and school administrators.
- Attend in-person and virtual events outside of traditional high school settings (correctional facility resource fairs, Child & Family Services agency meetings, independent living programs, in-service days, school division events) to promote Futures Forward and provide relevant post-secondary education and career planning resources to participants and their support networks.
- Identify additional opportunities for program outreach throughout the year to reach youth as they are transitioning out of high school and making decisions regarding future goals (employment and post-secondary); develop internal calendar of outreach activities.
- Develop and distribute program resources to promote Futures Forward activities to high school students, high school counsellors, social workers, educators, and school administrators.
- Regularly update presentation and workshop content to reflect current program offerings.

**Participant Support**

- Work in partnership with students, high school counsellors, and social workers to develop individual pathways to education completion and future career goals.
- Assist participants with education and career planning through one-on-one appointments and case management activities; identify personal goals and interests related to employment and
post-secondary education.

- Provide support and information to participants to navigate and follow through with post-secondary institution and program application requirements; provide tools for participants to research and explore post-secondary education.

- Create individual education plans to support participants in identifying their strengths, support course and program selection relevant to future goals, making connections between personal interests, education opportunities, and long-term career goals; provide referrals to other service providers to build their network of support.

- Assist participants with accessing and identifying resources to pursue post-secondary education.

- Provide referrals to other agencies in the community based on participant needs to support overall health and wellbeing.

- Engage in regular follow up activities to ensure participants have ongoing support to execute education and career goals.

**Education and Career Planning**

- Provide administrative support, as needed, to increase access to the Futures Forward Tuition Waiver Program, Advancing Futures Bursary, and other post-secondary and career development programs for Futures Forward participants, including but not limited to:
  - Supporting various application intake, tracking, and verification.
  - Notifying and follow up with various successful applicants.
  - Following up and providing support and referrals to various participants to continue their career after graduation.

- Research bursaries and scholarships that will support youth in or from care to pursue post-secondary education; compile and share relevant information with participants, team members, and participants’ support networks.

- Promote Tuition Waiver and Advancing Futures Bursary to eligible participants, school administrators, social workers, school counsellors, and teachers; host participant information sessions for Tuition Waiver Program and Advancing Futures Bursary.

**Other Duties**

- Ensure all applicable data is tracked and filed correctly and securely; maintain all files and records in accordance with YES policies.

- Support month and year end reporting, ensuring continuous and accurate data entry into centralized database, and work to ensure monthly targets are being met.

- Maintain working knowledge of all YES and Futures Forward services to direct clients to relevant internal and external resources.

- Attend YES staff meetings and front-line Futures Forward team meetings.

- Represent organization at community outreach workshops/events, as required.

- Additional duties, as assigned.

**The Outreach Coordinator will possess the following qualifications and attributes:**

- Certificate, degree, or diploma in social work, humanities, education, career development or counselling. A combination of education and previous experience will be considered.
• Strong working knowledge of employment and educational barriers, labour market conditions, training and education programs, and community resources required.
• Strong working knowledge of Child Welfare System, including interventions, community supports, and processes of transitioning from care required. Lived experience valued.
• Proficiency with Microsoft Office Suite; excellent computer skills.
• Excellent interpersonal skills with the ability to relate to people at all levels and maintain effective working relationships; strong understanding and ability to recognize and appreciate the diversity of cultures, ideas and opinions.
• Able to maintain a high degree of discretion and confidentiality while functioning in an environment where time sensitive issues and projects are addressed effectively.
• Demonstrated skills in written and oral communication; experience presenting to large groups.
• Ability to handle conflict/difficult situations in a professional manner.
• Comfortable working with a variety of people exercising a non-judgmental, respectful approach.
• Organized and attentive to detail; strong time management skills.
• Approachable and self-aware when communicating with youth; able to maintain a professional approach both in a one-on-one and group setting.
• Self-motivated, self-reliant with an ability to work independently yet an enthusiastic team player with proven capacity to show initiative and take responsibility.
• Valid Class 5 Drivers’ License and access to a vehicle is an asset.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), and Child & Adult Abuse Registry as conditions of employment. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment. Only original copies of the CRC, CARC, AARC will be considered acceptable for the purposes of this policy.

YES is committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. If you identify as First Nations, Métis, Indigenous, racialized, a member of the LGBTQIA2S+ community, a person with a disability, and/or a member of a marginalized community, you are encouraged to indicate this in your cover letter.

YES provides inclusive employment services for youth ages 16 to 29. Our purpose is to help youth realize their potential to become self-sufficient. We strive to create a warm and welcoming environment for clients, community members, and staff. We meet people where they are and for who they are.

YES offices are located on Treaty One territory, on the traditional territory of the Anishinaabe, Cree, Oji-Cree, Dene, and Dakota Peoples, and the Homeland of the Metis Nation.

Please email your cover letter and resume to hiring@yesmb.ca and note “Outreach Coordinator” in the subject line.

Interviews with potential candidates will be scheduled as applications are received and all applications will be due Monday, August 16, 2021 at 11:59 p.m. CST.

We thank all who apply but only those selected for an interview will be contacted.