

Youth Employment Services Manitoba (YES Manitoba) is seeking a permanent full-time Outreach Coordinator to join our Futures Forward team. Futures Forward is a collaborative program between YES Manitoba, Community Financial Counselling Services, and Canadian Mental Health Association - Winnipeg and Manitoba that provides holistic, wrap-around transitional supports to youth ages 15 to 29 in or from care across Manitoba.

The Outreach Coordinator is a member of the education and career planning team within the Futures Forward program and works closely with the Futures Forward Project Manager, Post-Secondary Education Advisor, Student Support Case Manager, and Employment Facilitator to provide education and career development support for youth in or from care in Manitoba.

Position:	Outreach Coordinator (Futures Forward)
Hours:	37.5 hours per week (Monday – Friday, 8:30 a.m. – 4:30 p.m.) Some hours outside of regularly scheduled office hours may be necessary
Start date:	ASAP
Salary:	\$45,000 - \$50,000 annually
Benefits:	Group health & dental plan Employee assistance program Three-weeks paid vacation Additional paid time off in December
Location:	Youth Employment Services, 614 – 294 Portage Ave, Winnipeg, MB

Specific Responsibilities:

Reporting to the Program Manager (Futures Forward), the Outreach Coordinator is primarily responsible for:

Community Outreach

- Establish and maintain positive working relationships with high school counsellors, school social workers, 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, community service agencies) 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.
- Support event planning and implementation of youth engagement events and activities, such as regularly scheduled Youth Advisory Council meetings, the Futures Forward Holiday Party, and the Annual Futures Forward Graduation Celebration.

Social Media & Communications

- Develops and publishes a quarterly newsletter showcasing Futures Forward programming, Tuition Waiver updates, external scholarships, and other activities, resources, and events relevant to youth in/from care and their supports.
- Develops and sends out additional e-mail campaigns as appropriate, i.e., to promote scholarships, Tuition Waiver Info Sessions, holiday party invitations, etc.
- Updates and maintains contact lists of community partners, including teachers, CFS contacts, guidance counsellors, community organizations, and First Nations communities.
- Uses relevant tools (Sendible, Canva) to develop and publish social media posts highlighting Futures Forward activities and updates.
- Receives and responds to messages directed towards the Futures Forward program via social media and website submissions.
- Supports the YES and Futures Forward team to respond to media inquiries, as appropriate.

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, scholarships, and programs 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.
- Work in partnership with students, high school counsellors, and social workers to develop individual pathways to education completion and future career goals, as well as inform them about other Futures Forward services and supports.
- Research and maintain a working knowledge of university and college programs and associated career pathways to provide informed support to youth.
- 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.
- As needed, support the Post-Secondary Education Advisor during peak times; including assisting participants to complete post-secondary or Tuition Waiver applications.

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 general client inquiries via telephone and email, provide internal and external referrals respond to questions about programming, client eligibility, hours of operation, etc.
- Attend YES staff meetings and front-line Futures Forward team meetings.

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.
- Experience working with current or former youth in care, or youth who experience barriers to education and employment.
- 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.
- 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.
- Proficiency with Microsoft Office Suite; excellent computer skills.
- Experience with managing social media platforms and using associated tools (Constant Contact, Canva, Sendible).

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.

We are committed to a workforce that reflects the diversity of those we serve. We encourage applications from all qualified individuals including applications 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 Indigenous, Métis, Inuit, a visible minority, a member of the LGBTQIA2S+ community, a person with a disability, and/or a member of a marginalized community (i.e. Foster Care), you are encouraged to indicate this in your cover letter. We are committed to accommodating applicants with disabilities throughout the recruitment process and will offer reasonable accommodation to individuals participating in the selection process upon request.

The offices of Youth Employment Services Manitoba (YES Manitoba) occupy the stolen ancestral territories of the Anishinaabeg, Ininiwak, Ithiniwak, Denesuline, Anishiniwak, Dakota Oyate and Nakota Peoples and on the National Homeland of the Red River Métis.

Please email your cover letter and resume to hiring@yesmb.ca, including "Outreach Coordinator – Futures Forward" in the subject line.

Applications for this position will be accepted until filled. Interviews will be scheduled as applications are received.

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