

Voices: Manitoba's Youth in Care Network Employment Posting: Outreach Coordinator

Job Title: Outreach Coordinator
Job Type: Full Time - Permanent
Schedule: Monday – Friday 8:30am-4:30pm (35 hrs per week) Some evenings and weekends during programming.
Location: On-site
Salary: \$23.49 per hour
Benefits: Extended health care, dental care, RRSP matching, paid time off, paid health days

***Voices: Manitoba's Youth in Care Network** is a rights-based, youth-driven organization that engages, equips, and empowers youth in and from care, ages 12 to 30, through activities that focus on personal, emotional, and social development. We come alongside youth while they are in care, as they transition to in(ter)dependence, and as they grow into adults pursuing their goals.*

We raise awareness of the challenges youth-in-care face, educating the public and working with child welfare professionals to create a better system of care in Manitoba. Improving living conditions for children and youth who find themselves in alternative care, such as foster homes, group homes, and independent living programs. Voices: Manitoba's Youth in Care Network is under the stewardship of BGC Winnipeg.

<https://voices.mb.ca>

Position Summary:

The Outreach Coordinator is responsible for developing and facilitating workshops and activities throughout Manitoba for young people to increase knowledge of their rights, promote self-advocacy, identify barriers and to provide resources and support. As an Outreach Coordinator, you will focus on reducing barriers for youth in and from care by building community and supporting access to resources including housing, education, employment, and health services. You will provide individual support to young people through goal setting, referrals, and advocacy.

Duties & Responsibilities Summary

- Develop and implement outreach strategies to connect to and engage young people in the community.
- Organize and facilitate workshops and activities for young people throughout the province in-person and virtually
- Provide support and resources to young people through goal setting, referrals, and advocacy.
- Plan and lead programs and activities to meet Voices mission, vision, and goals
- Act as a positive role model for participants; establishing positive relationships with participants while maintaining healthy boundaries and professionalism
- Collaborate with community organizations, schools, caregivers, service providers and young people to advocate for and develop resources and support for young people
- Evaluate and report on outreach programs and activities.
- Maintain accurate records and documentation of outreach efforts, impact stories and participant information.

- Stay informed about current trends and issues related to youth-in/from care, resources, services, and opportunities
- Manage program budget allocated to the outreach program; purchasing, safe handling of money and receipts, accurate records of program expenditures
- Supervision and leadership of summer staff and adult and youth volunteers and students
- Work independently with little supervision while performing outreach activities and as a cohesive member of a diverse team

Qualifications and Competencies

- Post-secondary education in Social Work, Community Development, Child and Youth Care, other relevant disciplines, or a combination of education and experience will be considered
- minimum of 3 years' experience in front line work with young people 12-30
- Strong, in-depth knowledge of Manitoba's Child Welfare System
- Strong knowledge and understanding of youth issues, youth development and impact of trauma
- Knowledge of community resources such as housing, education, employment, and health services
- Experience planning and delivering youth programming, workshops, and presentations
- Experience handling a program budget/petty cash
- Experience supervising and leading staff or volunteers
- Experience, appreciation and ability to build positive relationships with youth and emerging adults of diverse backgrounds, cultures, experiences, and abilities
- Proficiency in Microsoft 365 (Outlook, Teams, SharePoint, Word, Excel)
- Excellent verbal and written communication skills.
- Exceptional interpersonal and conflict resolution skills.
- Must have and maintain a Class 5F Manitoba Driver's License with a clear Driver's Abstract, access to a reliable vehicle and able to travel throughout the province.
- Provide recent Criminal Record Check with Vulnerable Sector Search (PVSC) and Manitoba Child and Adult Abuse Registry checks prior to start date
- Lived experience in Manitoba's child welfare system (group homes, foster homes, kinship care, adoption, independent living programs) is considered an asset

How to Apply:

If you are interested in this role, we would like to hear from you. All applicants are required to provide a resume and cover letter (yes we read these!) to hr@bgcwinnipeg.ca Please state the position you are applying for in the subject line of the email. Only successful candidates will be contacted.

Application deadline: April 6, 2025

Accessibility

We offer accommodation to applicants throughout our recruitment process, upon request. Please contact us via email hr@bgcwinnipeg.ca or phone 204-982-5552