

COOPERATIVE YOUTH PROGRAMS COORDINATOR
MANITOBA COOPERATIVE ASSOCIATION
WINNIPEG, MANITOBA

JOB OUTLINE

Date Posted: August 19th, 2015

Close Date: September 9th, 2015

Salary Range: \$44,362.66 - \$55,454.32 to commensurate with experience

Job Type: Full time – One-year term with opportunity to renew contingent on funding

Probation Period: 3 months

Start Date: ASAP

Weekly Hours: 35 hours per week

Primary Location: Winnipeg, Downtown and North End

ABOUT US

Manitoba Cooperative Association (MCA) is a cooperative of cooperatives created by its members to enhance and support the development of a strong, united and influential cooperative movement in Manitoba. In addition to a challenging, meaningful and rewarding work, this position offers great networking opportunities with cooperative and community organizations. It won't be the traditional office job. MCA also offers excellent benefits, great work environment, and flex hours.

JOB DESCRIPTION

MCA is looking for a Coordinator to manage its youth initiatives, and develop its co-op youth programs in Manitoba. This is an opportunity to gain significant experience in program coordination while teaching young people the basics of cooperation, organizing leadership camps, supporting student co-op start-ups, and networking with cooperatives and community organizations.

RESPONSIBILITIES

- Manage and expand the co-op youth programs currently offered by MCA:
 - **Co-op Youth Leadership Retreat:** Organize the 4 day co-op camp and support the Youth Staff Team. Find strategic ways to expand the program
 - **Student Co-op Program:** Teach basics cooperation and business principles to high school students from Children Of The Earth and RB. Russell. Support the development of their student co-op. Consolidate and develop the program curriculum. Foster & develop community partnerships for facilitating some aspects of the program and for funding. Find strategic approaches to expand the program.
- Work in collaboration with MCA's team and partners including members of the Manitoba Cooperative Community Strategy and staff of other provincial co-op association to:

- Develop a homogeneous Manitoba youth co-op strategy in alignment with the Prairie Youth Co-op Strategy that could lead to managing new co-op youth initiatives
- Engage high school teachers, curriculum and cooperative developers as well as Manitoba Education in the development of the Student Co-op Program curriculum
- Discuss the opportunity to create a legal form for student-led educational co-operatives with the office of Registrar of Cooperatives
- Sustain MCA's co-op youth programs offerings by:
 - Developing annual project/action plans and budgets, and being responsible for planning, monitoring, and reporting on any grant-funded initiatives
 - Liaison with existing partners including Federated Co-operatives Limited, SEED Winnipeg, Neighbourhoods Alive!, Arctic Co-operative Limited, Saskatchewan and Alberta co-operative associations as well as potential new partners
 - Applying to foundations, government programs, and engaging with potential private partners both for specific one-off projects and for potential multi-year funding to support the co-op youth initiatives

QUALIFICATIONS:

- Degree or diploma from a relevant discipline (eg. business, community development, education)
- 3-5 years of related experience
- Previous work with youth is essential
- Experience in curriculum development, experience in high school or strong understanding of teaching pedagogy (including learning outcomes, program evaluation and assessment practices) is essential
- Knowledge and understanding of the cooperative business model, experience in conducting a business, or starting complex projects is an asset
- Ability to develop project, reports and funding proposals is required
- Must be able to work effectively with a wide range of personalities and with students of diverse educational, age, racial, ethnic and cultural backgrounds
- Entrepreneurial aptitude, self-starter and ability to work with minimum supervision is key
- Must have excellent communication skills, both oral and written. Bilingualism will be considered an asset
- Basic knowledge of Microsoft Office (Word, Excel and Powerpoint) is essential
- Flexibility and willingness to work irregular hours (e.g., late nights, weekends)
- Criminal Record Check and Children Abuse Registry clearance
- Valid Driver's License and access to vehicle is an asset

We appreciate the time you have taken to submit your application and we thank you for your interest. Only successful candidates will be contacted for an interview. Interviews will take place at Manitoba Cooperative Association's Office the afternoons of September 14th and 15th, 2015.