



URBAN CIRCLE TRAINING CENTRE INC.

519 Selkirk Avenue, Winnipeg, Manitoba, R2W 2M6 Fax (204) 582-6439 Phone (204) 589-4433

***** NOW HIRING TERM EMPLOYMENT OPPORTUNITIES *****

Application deadline: Monday, March 12, 2018

Apprenticeship Coordinator/Counsellor/Workplace Coordinator

This **term** position is targeted to begin March 19, 2018.

Criteria:

- Completed Grade 12 Education with good writing and reading skills
- Previous work experience in administration
- Access to a vehicle daily and be in possession of a current class 5 Manitoba Driver's License (or the ability to obtain a License within 6 months of hiring)
- Good knowledge and a continuous learning of the Trades and Apprenticeship areas
- Motivated, reliable and committed
- Experience working as a team member, individual accountability and with employers
- Knowledge of Indigenous Cultural Awareness
- Able to work well under pressure
- Experience working with individuals coming from a challenged lifestyle who have experienced systematic barriers
- Excellent problem-solving and referral knowledge

Duties:

- Recruit and assist with Intake
- Participate in Program Delivery
- Work directly with students to offer surround supports and counselling
- Coordinate the Essential Skills and 4DI Program with training delivery
- Work directly with the students funders for cost of living, tuitions, work placement costs
- Assist with Employment Insurance claims and employer for technical training eligibility
- Work directly with Elders, Director of Operations
- Develop, recruit and maintain an ongoing relationship with employers for work placements
- Coordinate Sharing Circles
- Forward hours for the Subsidized Wage TopUps
- Other duties as assigned

Please forward your Cover Letter, Resume and 2 Letters of Reference to:

Haven Stumpf, Director of Operations
Urban Circle Training Centre, Inc.
519 Selkirk Avenue
Winnipeg, MB R2W 2M6
Email: hstumpf@urbancircle-inc.com

Indigenous candidates are encouraged to self-identify. Upon being hired in this term position, the *selected candidate will be required to submit a current and acceptable criminal record check, adult abuse check and child abuse check in accordance with Urban Circle's policies.* Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba). **We thank all applicants for their interest, but only those selected for an interview will be contacted.**