

# JOB OPPORTUNITY

## Sagkeeng Social is seeking a Youth Coordinator

**TERM POSITION**  
**(January 2023 to May 31, 2023)**

Reporting to the Supervisor the Youth Coordinator is responsible for ensuring that pre-employment program requirements and service principles are being met.

### DUTIES:

- Ensure that applicants meet the eligibility requirements for training by,
  - obtaining information from applicant and filling out application, assessment and other required forms,
  - making recommendations regarding training eligibility.
- Meet and work with clients to ensure that they obtain and complete the correct paperwork for enrollment in programs they meet the requirements for,
- Ensure clients participate in the programs including following up with the clients to see how they are doing,
- Maintain accurate records and complete interim and final reports as required,
- Discuss any issues with the Director or other designated employee,
- Other duties as required.

### QUALIFICATIONS:

- Good interpersonal skills
- Must be a strong team player, but also must have the ability to work independently with minimal supervision,
- Must have Grade 12 or equivalent,
- Ability to handle multiple tasks with various deadlines,
- Strong organizational and time management skills,
- Detail oriented,
- Good verbal and written communication skills
- Very reliable with excellent attendance
- Must be comfortable working with clients and filling out paperwork.
- Must have strong analytical ability,
- Must be comfortable using computers, particularly Microsoft Office,
- Must have a valid Driver's licence and a vehicle they can use to visit clients,
- Current Criminal Record Check, Vulnerable Sectors check, and Child Abuse Registry Check,



**Application deadline:**  
**January 25, 2023**

### Applicants MUST submit:

- Cover letter/ résumé
- Current criminal record check
- Vulnerable sectors check
- Child and Adult abuse registry (or proof of application)

### Resumes can be mailed to:

**S.E.T.S.**  
**Box 8, Fort**  
**Alexander, MB**  
**R0E 0P0**  
or emailed to  
[jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca)

**LATE SUBMISSIONS WILL NOT  
BE ACCEPTED UNDER ANY  
CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY  
THOSE SELECTED FOR AN  
INTERVIEW WILL BE CONTACTED