

EMPLOYMENT OPPORTUNITIES FOR THE SUMMER OF 2012

The Manitoba Youth Job Centres program (MYJC) is accepting resumes for anticipated summer positions throughout Manitoba. These positions provide 15 weeks of full-time employment (early May to mid-August) at \$11.62/hour.

All applicants must:

- be available to start employment the first week of May, in order to attend a paid, three-day training session in Winnipeg (accommodations, meals, and mileage/travel expenses are provided);
- be a student currently attending a post-secondary institution and planning to return to studies in the fall of 2012;
- be a resident of Manitoba;
- have a valid driver's licence and access to a vehicle;
- be French/English bilingual for positions designated below;
- be registered with STEP Services.

RESUMES MUST BE RECEIVED BY FEBRUARY 24, 2012

Attention: Program Coordinator
Manitoba Youth Job Centres
Room 310-800 Portage Avenue
Winnipeg, Manitoba R3G 0N4
FAX (204) 945-5726
Email: valerie.sawchuk@gov.mb.ca

MYJC Office Manager (48 Positions)

Duties and Responsibilities: The *MYJC Office Manager* works closely with a local sponsoring committee to operate the community job centre. Responsibilities include:

1. Setup and organization of local office;
2. Promotion of the MYJC program office through personal visits, advertising and presentations;
3. Soliciting job orders from employers;
4. Receiving employment registrations;
5. Operating a referral service which provides employers with suitable student and youth for available jobs;
6. Recording statistical information and preparing narrative reports;
7. Delivering job search skills and career development resources through classroom presentations, in-office interviews, handouts and other resources;
8. Providing information on other government programs and services as requested.
9. Organize and operate youth employment and work experience programs in the community.

Work Locations for Office Managers:

Altona	Dauphin	Killarney	Morris	Steinbach*	Teulon
Arborg	Deloraine	Lac du Bonnet	Neepawa	St-Pierre-Jolys*	Treherne*
Ashern	Flin Flon	Lundar	Niverville	Ste. Rose du Lac*	Virden
Beausejour	Gilbert Plains/Grandview	Manitou	Portage la Prairie*	Stonewall	Winnipeg*
Boissevain	Gimli	McCreary	Rivers	Swan River	Winnipegosis
Brandon	Gladstone	Melita	Roblin	Teulon	
Carberry	Glenboro	Minnedosa	Russell	The Pas	
Carman	Hamiota	Morden	Selkirk	Thompson	

*Bilingual incumbent required

IMPORTANT: **All applicants must include a cover letter indicating the office location(s) they are applying to** and, if necessary, must identify French language skills. Hiring preference is given to local residents

The Government of Manitoba is committed to Employment Equity in order to create a civil service that is representative at all levels of four designated groups: women, persons with disabilities, Aboriginal persons and visible minorities. Applicants are encouraged to indicate if they are from one or more of these groups so that government can gather data to monitor the effectiveness of its Employment Equity Program.
