

Work Force Summer Staff - Administration

YFC Winnipeg

Contract / Full-time / Part -time

Youth for Christ Winnipeg is looking for a highly organized individual to serve in administration for our Summer Work Force programs. If you are passionate about changing the lives of youth and gifted in administration, organizing, and planning, then we would love for you to join our team.

YFC Work Force currently serves the North End community and seeks to be a safe place where teens are connected with caring mentors, provided with a place to hang out, given opportunities to gain meaningful work knowledge and experience, and introduced to the life-changing person, work, and teaching of Jesus Christ.

As a Work Force Summer Staff serving in administration, you will assist with planning any assigned summer program(s) while handling the majority of the administrative tasks required to effectively implement each program. These duties include but are not limited to coordinating youth employment schedules, communication with job-site supervisors, and collecting and managing youth information, registrations, attendance, and evaluations. By supporting and working alongside the rest of the Work Force staff team, you will play a role in giving young people in the community opportunities to receive employment training, discover their potential, and encounter Jesus Christ.

You will need to be highly motivated, organized, detail-oriented, and enthusiastic about changing the lives of youth in the community. You will especially need to be an excellent team player, willing to help out as assigned in order to help the programs run smoothly.

As Youth for Christ is a faith-based organization, a successful candidate will be able to affirm and support our organization's Community Covenant and Statement of Faith, and be committed to our mission.

We are passionate about changing the lives of young people, and we would like you to join us.

For more information, to receive the job description, or to submit your resume, please contact Human Resources (hr@yfcwinnipeg.ca).