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MZ 85 – 81 Garry Street, Winnipeg, MB R3C 4H4



**Job Title:** Job Developer (Part-Time – 20 hours/week)

**Location:** MZ85 - 81 Garry Street, Winnipeg, Manitoba

**Reports To:** Program Manager

**Salary Rate:** \$25/hour

**Employment Type:** Part-Time ( 1 Year Fixed-Term)

**Deadline:** August 29 , 2025

### **Job Overview:**

The Job Developer plays a pivotal role in the Youth Employment and Skills Strategy (YESS) Program, acting as a bridge between marginalized Black youth and inclusive employers in Winnipeg and surrounding regions.

This position focuses on creating paid work placements, facilitating skills training, and advocating for systemic workplace inclusion while addressing barriers such as racism, lack of experience, and mental health challenges. The Job Developer will combine employer engagement, individualized coaching, and community collaboration to ensure youth gain meaningful, sustainable employment.

### **Key Responsibilities:**

#### **1. Employer Partnership Development**

- Proactively network with local businesses, non-profits, and government agencies to secure job placements for youth.
- Educate employers on inclusive hiring practices, wage subsidies, and accommodations for youth facing barriers.
- Negotiate paid work placements, internships, and apprenticeships aligned with participants' skills and goals.
- Maintain a database of employer contacts and track job opportunities in high-demand sectors (e.g., healthcare, tech, trades).

#### **2. Youth Coaching & Job Matching**

- Conduct one-on-one career assessments to identify youth skills, interests, and barriers.
- Provide tailored pre-employment support, including:
  - Résumé and cover letter writing
  - Interview preparation (including mock interviews)
  - Workplace rights (e.g., discrimination protections, wage standards)
  - Digital literacy for online job searches
- Match youth with mentors, job shadows, or paid placements based on individualized plans.
- Advocate for accommodations (e.g., flexible schedules, mental health supports).

### 3. Program Coordination & Advocacy

- Collaborate with the Program Manager and wraparound service providers (e.g., counselors, cultural mentors) to address youth needs holistically.
- Organize employer-youth networking events, job fairs, or sector-specific training sessions.
- Monitor post-placement progress (e.g., retention, satisfaction) and intervene if challenges arise.

### 4. Data Tracking & Reporting

- Document youth employment outcomes, employer feedback, and systemic barriers encountered.
- Contribute to ESDC reports on job placement rates and program impact.
- Use tools like Airtable or Excel to manage caseloads efficiently.

## **Qualifications & Competencies:**

### Essential:

- 2+ years in employment services, HR, recruiting, or youth workforce development.
- Deep understanding of systemic barriers faced by marginalized youth (e.g., racism, poverty, lack of credentials).
- Strong networking skills with a proven ability to engage Winnipeg employers.
- Coaching/mentoring experience, especially with equity-deserving groups.
- Knowledge of local labor market trends and in-demand skills.

### Preferred:

- Experience with wage subsidy programs (e.g., YESS, Manitoba Jobs and Skills Development).

- Lived experience or cultural competency serving marginalized Black youth.
- Familiarity with trauma-informed approaches to employment support.
- Fluency in additional French is an asset.

**Work Environment & Expectations:**

- Hybrid role: Mix of on-site (81 Garry Street), employer site visits, and remote work.
- Flexible hours: Some evenings/weekends for youth workshops or employer meetings.
- Travel: Occasional local travel to meet employers/partners

**Why This Role Matters:**

You'll directly impact youth who face systemic exclusion by opening doors to economic independence. Success means:

- Employers commit to equitable hiring practices.
- Youth gain not just jobs, but career pathways.
- The program demonstrates measurable reductions in employment disparities.

**How to Apply:**

Submit a resume and cover letter to The Director [corporate@panafricanlegacy.org](mailto:corporate@panafricanlegacy.org) with the subject line "YESS Job Developer Application."

***We prioritize applications from Black communities, persons with disabilities, and other equity-deserving groups.***