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



Job Title: Program Administrator (Part-Time – 8 hours/week)

Location: MZ85 - 81 Garry Street, Winnipeg, Manitoba

Reports To: Program Manager

Salary Rate: \$25/hour + Vacation Pay

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

Deadline: August 29 , 2025

Job Overview:

The Program Administrator for the Youth Employment and Skills Strategy (YESS) Program provides essential administrative support to ensure smooth program operations. This role is critical in coordinating logistics, maintaining records, and facilitating communication between participants, staff, and partners. The administrator ensures that Black and equity-deserving youth—particularly those facing employment barriers—receive efficient and equitable access to program resources.

Key Responsibilities:

1. Program Coordination & Logistics

- Schedule and coordinate workshops, training sessions, and meetings (virtual and in-person).
- Manage participant registrations, attendance tracking, and follow-up communications.
- Assist in organizing career fairs, mentorship sessions, and employer engagement activities.

2. Record Keeping & Data Management

- Maintain accurate and confidential participant records (e.g., applications, progress reports, employment outcomes).
- Input and update data in program databases while ensuring compliance with PIPEDA and ESDC requirements.
- Prepare reports on program metrics (e.g., participation rates, success stories) for funders and stakeholders.

3. Communication & Stakeholder Support

- Serve as a liaison between youth participants, employers, mentors, and program staff.
- Respond to inquiries via email, phone, and in-person, providing clear and culturally sensitive support.

- Assist in creating program materials (e.g., flyers, newsletters, social media content).

4. Financial & Administrative Support

- Process expense claims, invoices, and petty cash in alignment with organizational policies.
- Assist in budget tracking and documentation for program expenditures.
- Order and manage program supplies, including training materials and tech equipment.

5. Equity & Accessibility Compliance

- Ensure program materials and communications adhere to accessibility standards (WCAG).
- Support outreach efforts to engage marginalized youth .
- Help adapt resources for diverse needs (e.g., language translations, disability accommodations).

Qualifications & Competencies:

Essential:

- 2+ years of administrative experience, preferably in non-profits, employment services, or youth programs.
- Strong organizational skills with attention to detail and deadlines.
- Proficiency in Microsoft Office (Word, Excel, Outlook), database management, and virtual meeting tools (Zoom, Teams).
- Excellent verbal and written communication skills.
- Understanding of systemic barriers faced by Black youth.

Preferred:

- Experience with government-funded programs (e.g., ESDC, YESS, or similar initiatives).
- Knowledge of Manitoba's labor market and community resources for youth.
- Language English . French is an asset for serving official language minorities.

Work Environment:

- Hybrid role: Primarily on-site at the Winnipeg office (85 - 81 Garry Street) with some remote work flexibility.
- Flexible hours to accommodate occasional evening/weekend program events.
- Collaborative team setting with a focus on inclusion, empowerment, and youth success.

How to Apply:

Submit a resume and cover letter to The Director corporate@panafricanlegacy.org with the subject line "YESS Program Administrator Application.