



Curriculum Coordinator

Description

Job Description: Curriculum Coordinator
Type: Full-Time, 12-Month Term Position with possibility for extension
Wage: \$24/hour, 40 hours per week
Location: 35 King Street, Winnipeg, MB R3B 0X6

Executive Summary

The primary role of the Curriculum Coordinator is to coordinate the maintenance, implementation, testing, review, and continuous improvement of Career Trek's career exploration lessons and skill development workshops. The successful candidate will work closely with the Director of Programs, Program Managers, Program Coordinators, Program Delivery Staff, and external curriculum developers to ensure Career Trek's curriculum is current, engaging, accessible, and ready for delivery across Career Trek's Manitoba program sites.

They will practise and role model Career Trek's core values of Equity; Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring in all aspects of their work.

The successful candidate will support Career Trek's programs by:

1. Ensuring curriculum provides participants from Grades 5 to 12 with engaging, developmentally appropriate, and immersive career exploration and skill development opportunities.
2. Coordinating the review, testing, revision, organization, and implementation of curriculum across Career Trek's programs and regions.
3. Working collaboratively with program staff to gather feedback and improve the quality and

Closing Date

August 10, 2026

Categories

Education, Law and Social, Community and Government Services

Employer

Career Trek

Location

Downtown

Address

35 King Street,
Winnipeg, R3B 1H4

Job Type

Full-time

Education Level

College

Email

effectiveness of lessons.

4. Ensuring Career Trek's curriculum resources, processes, and documentation are organized, consistent, and accessible to staff.

Key Responsibilities and Accountabilities

- Coordinate Career Trek's curriculum review, testing, revision, approval, and implementation processes.
- Develop and maintain curriculum workplans, timelines, review schedules, and task trackers.
- Monitor the status of curriculum-related work and follow up on outstanding tasks and deadlines.
- Coordinate curriculum projects involving external consultants, subject matter experts, partners, and Career Trek staff.
- Ensure new and revised lessons move through the appropriate review and approval processes.
- Provide regular updates on curriculum priorities, progress, challenges, and outstanding work.
- Support the coordination of curriculum materials across Career Trek's programs and Manitoba regions.
- Provide day-to-day guidance to staff, students, volunteers, or contractors supporting curriculum projects, when applicable.
- The position does not currently supervise staff. Supervisory responsibilities may be added in the future as the department and organizational needs grow.

Curriculum Maintenance and Improvement

- Maintain, revise, and update Career Trek's curriculum for online and in-person program delivery.
- Implement changes based on feedback from Program Managers, Program Coordinators, Program Delivery Staff, participants, and other stakeholders.
- Review lessons to ensure content is accurate, current, accessible, age-appropriate, respectful, and inclusive.
- Ensure lessons reflect Career Trek's mission, vision, organizational values, and curriculum standards.
- Apply Universal Design for Learning, experiential learning, culturally responsive teaching, and career development principles when reviewing and revising lessons.
- Review curriculum for consistency in language,

formatting, structure, accessibility, and quality.

- Maintain accurate records of curriculum updates and revisions.
- Ensure appropriate version control is used for all curriculum resources.
- Identify lessons that require minor updates, significant revisions, or replacement.

Curriculum Development Support

- Support the development of new career exploration lessons, workshops, facilitator guides, presentations, and activity resources.
- Work with external curriculum developers and subject matter experts to ensure deliverables meet Career Trek's expectations.
- Review curriculum drafts and provide clear, practical, and constructive feedback.
- Assist with adapting curriculum for different programs, age groups, regions, learning needs, and delivery formats.
- Develop or update facilitator instructions, activity sheets, supply lists, career cards, and supporting resources.
- Ensure curriculum materials can be practically delivered within available program time, staffing, space, and budget.

Program and Staff Support

- Work with colleagues on the Program Leadership Team to support consistent, high-quality, and high-impact programming.
- Respond to curriculum-related questions from Program Managers, Coordinators, and Program Delivery Staff.
- Attend program sites to observe lesson delivery, gather feedback, and identify opportunities for improvement.
- Coordinate the testing and piloting of new or revised lessons before full implementation.
- Support staff training related to curriculum, lesson facilitation, experiential learning, and the use of curriculum resources.
- Assist program staff in addressing curriculum-related challenges that arise during program delivery.
- Gather curriculum feedback regularly and ensure it is appropriately documented and addressed.
- Contribute to and nurture a working environment

that allows Career Trek employees and volunteers to be engaged, empowered, and thrive.

Research and Continuous Improvement

- Conduct research to ensure lessons reflect current Manitoba labour market information, educational pathways, career trends, and emerging industries.
- Conduct research to ensure career lessons align with Manitoba K-12 educational system.
- Research careers, post-secondary programs, training pathways, industry information, and community resources.
- Identify opportunities to strengthen or expand Career Trek's curriculum offerings.
- Review curriculum feedback and identify recurring themes, gaps, and areas requiring further development.
- Recommend improvements to curriculum templates, processes, systems, resources, and practices.
- Remain informed about developments in curriculum design, career education, accessibility, experiential learning, and youth engagement.
- Establish or maintain relationships with businesses, post-secondary institutions, community organizations, and other partners that can support curriculum development and review.

Curriculum Administration and Documentation

- Maintain organized and up-to-date curriculum files within SharePoint and other approved organizational systems.
- Ensure staff use established file storage structures, naming conventions, and documentation procedures.
- Maintain curriculum inventories, lesson overview documents, revision trackers, feedback records, facilitator guides, and shopping lists.
- Ensure final curriculum materials are complete and accessible to program staff by established deadlines.
- Support the preparation of curriculum-related reports, summaries, presentations, and updates.
- Document curriculum procedures and support the development and maintenance of Standard Operating Procedures.
- Meet established deadlines and provide reports upon request.
- Attend mandatory meetings, training sessions, and professional development activities.

Skill Requirements

- Knowledge and understanding of Manitoba's K-12 education system, including curriculum structures, learning environments, and educational practices.
- Highly organized and detail-oriented, with the ability to adapt to changing priorities.
- Strong coordination, planning, and project management skills.
- Strong research, writing, proofreading, and editing skills.
- Flexible, professional, and effective oral, written, and interpersonal communication skills.
- Ability to provide clear, constructive, and practical feedback.
- Ability to review complex information and present it in a clear, engaging, and age-appropriate manner.
- Strong computer skills, including proficiency with Microsoft Office, SharePoint, Microsoft Teams, Zoom, and presentation software.
- Experience with Canva or other design and content development tools is considered an asset.
- Strong problem-solving skills guided by a creative, innovative, and solutions-oriented mindset.
- Proven ability to thrive in a dynamic environment and manage multiple priorities and deadlines effectively.
- Ability to work independently and as part of a collaborative team.
- Ability to coordinate work involving staff across different programs, positions, and regions.
- Commitment to creating accessible and inclusive learning experiences for diverse participants.

Assets

- Post-secondary education in education, curriculum development, instructional design, career development, community development, youth work, or a related field. A combination of education and relevant work experience will be considered.
- Experience coordinating curriculum, education, training, or program development projects.
- Experience developing, reviewing, editing, or implementing educational curriculum.
- Experience working with children and youth, particularly participants from Grades 5 to 12.
- Knowledge of Universal Design for Learning and

experiential learning.

- 1+ years of staff supervisory experience.
- Knowledge of culturally responsive teaching and inclusive education practices.
- Knowledge of career development principles and Manitoba labour market trends.
- Experience facilitating lessons, workshops, meetings, or staff training.
- Experience coordinating work involving consultants, partners, staff, students, or volunteers.
- Some experience providing guidance, mentorship, or supervision to others is considered an asset.
- Knowledge of the barriers faced by marginalized and underserved youth.
- Experience or a desire to learn about working with Indigenous communities and organizations, including knowledge of Indigenous worldviews, teachings, languages, or land-based education.
- An understanding of Canada's history and relationship with Indigenous Nations, with a commitment to ongoing learning in the area of Truth and Reconciliation.
- Graduate of a Career Trek program.

Additional Information

- Work will be a combination of working from home and in person, in accordance with Career Trek's Remote & Flexible Work Policy.
- A stable internet connection is required to work from home.
- The position is based in Career Trek's Winnipeg office.
- Travel within Manitoba including Northern and rural communities will be required.
- Some evening or weekend work may be required to observe programs, support training, or assist with special events.
- The position does not currently have direct reports. Supervisory responsibilities may be added in the future depending on organizational needs.
- Training, ongoing support, and professional development will be provided.
- Must be willing to undergo a Criminal Record Check and Child Abuse Check.
- Must provide or be willing to acquire a current First Aid CPR Certificate (cost will be reimbursed by Career Trek).

Duties

What We Offer

At Career Trek, we believe employees do their best work when they feel supported, valued, and able to maintain balance in their lives. As part of the Career Trek team, the Curriculum Coordinator will receive:

- Full employee health benefits
- Three weeks of paid vacation
- Paid sick days, wellness days and public holidays
- An office closure during the December holiday period
- A hybrid work environment in accordance with Career Trek's Remote & Flexible Work Policy
- Training, ongoing support, and professional development opportunities
- Opportunities to contribute to meaningful work that positively impacts young people across Manitoba.
- A collaborative and supportive working environment grounded in Career Trek's values of Equity; Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring.

Executive Summary

Do you believe everyone has the right to achieve their goals and dreams? At Career Trek, we do. We are looking for a committed, organized, and creative individual who is passionate about empowering young people to achieve their full educational, career, and life potential.

The primary role of the Curriculum Coordinator is to coordinate the maintenance, implementation, testing, review, and continuous improvement of Career Trek's career exploration lessons and skill development workshops. The successful candidate will work closely with the Program Leadership Team to ensure Career Trek's curriculum is current, engaging, accessible, and ready for delivery across Career Trek's Manitoba program sites.

The Curriculum Coordinator will practise and role model Career Trek's core values of Equity; Inclusion & Belonging; Respect; Balance & Wellness; Truth & Reconciliation; and Caring in all aspects of their work.

Key Responsibilities and Accountabilities

- Coordinate the review, testing, revision, approval, and implementation of Career Trek's

curriculum.

- Maintain and update career exploration lessons, skill development workshops, facilitator guides, activity resources, and supply lists.
- Gather and implement curriculum feedback from staff, participants, and other stakeholders.
- Ensure lessons are current, accurate, accessible, inclusive, age-appropriate, and practical for program delivery.
- Apply Universal Design for Learning, experiential learning, culturally responsive teaching, and career development principles when reviewing and revising curriculum.

- Conduct research on Manitoba labour market trends, educational pathways, emerging careers, and industry information.
- Work with external curriculum developers, subject matter experts, post-secondary institutions, businesses, and community partners.
- Coordinate the testing and piloting of new and revised lessons.

Skill Requirements

- Knowledge and understanding of Manitoba's K-12 educational system including best practices, classroom structures and curriculum offerings.
- Highly organized and detail-oriented, with the ability to manage multiple priorities and deadlines.
- Strong research, writing, proofreading, and editing skills.
- Strong planning, coordination, and problem-solving skills.
- Flexible, professional, and effective oral, written, and interpersonal communication skills.
- Ability to present complex information in an engaging and age-appropriate way.
- Strong computer skills, including proficiency with Microsoft Office, Canva, SharePoint, Microsoft Teams, Zoom, other presentation software or other content development tools.
- Ability to work independently and collaboratively as part of a team.

Assets (Nice To Have)

- Post-secondary education in education, curriculum development, instructional design, career development, community development, youth work, or a related field.

o A combination of education and relevant experience will be considered.

- Experience developing, reviewing, editing, or implementing educational curriculum.
- Experience working with children or youth, particularly participants in Grades 5 to 12.
- Knowledge of Universal Design for Learning, experiential learning, culturally responsive teaching, or career development.
- Experience facilitating lessons, workshops, or staff training both in-person and virtually.
- 1+ years of staff supervisory experience.
- Knowledge of Manitoba labour market trends and educational pathways.
- Knowledge of barriers faced by marginalized and underserved youth.
- Some experience or desire to learn about working with Indigenous communities and organizations including knowledge of Indigenous worldviews, teachings, language, or land-based education, with a commitment to ongoing learning in the space of truth and reconciliation.
- Valid Driver's License and access to a reliable vehicle.

Additional Information

- A stable internet connection is required to work from home.
- Travel within Manitoba including Northern and rural communities will be required.

- Must be willing to undergo a Criminal Record Check and Child Abuse Check.
- Must provide or be willing to acquire a current First Aid CPR Certificate (cost will be reimbursed by Career Trek).
- Some weekend and evening work maybe required.

How to Apply:

Send your Cover Letter with your resume to: careers@careertrek.ca. Please include 'Curriculum Coordinator' in the subject line. Career Trek thanks everyone who applies but only those selected for an interview will be contacted.

Career Trek is committed to employment equity practices that achieve a workforce reflective of the community at large and the participants it supports through its programming. We encourage applicants to self-identify as Indigenous, Two-Spirit, Black, A Member of a Racialized Community, A Person with a Disability, LGBTQQIATS+.

For more information about Career Trek please visit:
<https://careertrek.ca/>