

**Manitoba Cooperative Association - Canada Summer Jobs
Education Program Coordinator
Job Posting**

The Manitoba Cooperative Association (MCA) is a cooperative of cooperatives created by our members to enhance and support the development of a strong, united and influential cooperative community in Manitoba.

Through the Canada Summer Jobs Program, funded by the Government of Canada, MCA is seeking a young person with a passion for learning and a willingness to explore the opportunities and benefits of the cooperative model. Using these learnings the successful candidate will develop a plan to engage more individuals in the Manitoba Cooperative Association Cooperative Youth Leadership Programming.

Responsibilities

It is the role of the Education Program Coordinator to assist in the delivery of the Intro to Co-op Youth Leadership (CY) Program in May 2026. The program coordinator will liaise with schools and volunteers to successfully deliver the Intro to CY program. Given that the CY Program is at a critical juncture with respect to volunteer recruitment and retention, the program coordinator will be responsible for developing a volunteer strategy. The volunteer strategy will include the following:

- An outline of volunteer roles, responsibilities and commitments
- A recruitment plan including who will be approached to volunteer and the level of commitment needed to volunteer for the CY program
- The necessary collateral to recruit volunteers. This could include social media posts, posters, networking events, post on volunteer opportunities websites, etc.
- A volunteer training program preparing volunteers to deliver the CY program

It is anticipated that by the end of this project there will be an established list/roster of a minimum of 10 new volunteers who can be trained to deliver the Intro to CY program.

Requirements

The ideal participant would have the following skills/qualifications:

- Willingness to learn about Manitoba cooperatives and credit unions
- Have an inquisitive mind and seek out new information
- Good writing skills
- Ability to work independently
- Has experience working with volunteers
- Familiarity with Microsoft Office and various social media platforms
- Energetic and creative
- Hard-working and team-oriented

As part of the Canada Summer Jobs Program, the successful candidate

- be between 15 and 30 years old at the start of their summer job
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - This includes having a valid Social Insurance Number at the start of their summer job

Terms of Employment

This is an 8-week term position with a start date of May 4, 2026 and an end date of June 26, 2026. There is the possibility of extension, provided necessary funding is available.

MCA's offices are located in Winnipeg. However, as a fully remote work environment, the successful candidate will be able to work from anywhere in Manitoba provided they have a reliable internet connection.

As part of the Canada Summer Jobs Program, compensation for this position is \$16/hour for 35 hours/week for a period of 8 weeks, including mandatory employment related costs or statutory benefits and workplace insurance.

To apply, please submit a resume with cover letter explaining your interest in this position by April 27, 2026 at 12 noon (Central Time) to info@manitoba.coop