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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Career Development Planner</b>
<b>Location:</b>	Area One Office – Thompson, Manitoba
<b>Start Date:</b>	As soon as possible
<b>Hours/Days/Months:</b>	7.25 hours/day, 5 days/week
<b>Term of Employment:</b>	Term to June 27, 2026
<b>Salary:</b>	\$31.35/hour
<b>Unionized/Non-Unionized:</b>	Non-Unionized
<b>Application Deadline:</b>	<b>Open Until Filled</b>

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Working under the direction of three partners, the Career Development Planner will assist in the Career Development Consortium Plan and will work with existing Consortia Programs to further Career Development within the northern geographic area of and Frontier School Division (Area 1, 3, and 5). This position is also involved in the development, coordination and implementation of the Career Development Plan set forth by the Consortium.

### **QUALIFICATIONS**

- Bachelor of Education or Bachelor of Arts degree (preferred)
- Valid Manitoba driver's license
- Workforce Development background
- Community Development background
- Experience and design of educational programs related to Career Development
- Experience working with students and apprentices in Trade related fields
- Demonstrated experience with establishing industry relationships in order to connect students and recent graduates with potential employers
- Proficiency with MS Excel, Word, Access and Microsoft Project
- Excellent verbal and written communication skills
- Ability to coordinate and prioritize in an environment where there are multiple stakeholders

### **DUTIES AND RESPONSIBILITIES**

- Develop a Career Development Plan for the Consortium to be implemented during the 2025-26 school year
- Identify trade and industry partners to engage in school/community presentations
- Performs administration functions directly related to carrying out the Consortium Plan and work with industry partners to ensure program implementation.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.  
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Brent Johnson, Assistant Superintendent  
Senior Years and Career Studies  
30 Speers Road, Winnipeg, MB R2J 1L9  
Email: [brent.johnson@fsdnet.ca](mailto:brent.johnson@fsdnet.ca)  
Posting Date: September 4, 2025

