

First Jobs 4 Youth

A Current Winnipeg Employment & Education Resource Guide for Youth



Spence
Neighbourhood
Association



A Note from the Manual creator...

Obama once said “Change will not come if we wait for some other person or wait for some other time. We are the ones we’ve been waiting for. We are the change that we seek.”

After high school I decided to work instead of going to school and ten years later here I am in Community Development/ Community economic Development at Red River College. There are many days that I regret not going to Post Secondary education right out of high school, I would have been done already and established in a job that I love. Mistakes happen we are only human; what counts is when we decide to make the changes and work hard to better our lives. Working hard when you are in high school is one thing that I did accomplish. I kept my grades up and have been employed since I was only nine years old, delivering flyers. That’s when I learned how important work ethics are. Learning these life skills has helped me to become a strong employee, student, sister, and daughter.

I strongly encourage everybody to dream big and start with small steps to make it there. If there are speed bumps along the way hold your head high and keep on truckin’. I encourage you to always have a plan for your future and work hard to reach all your goals.

I’ll leave you with this...

“A dream is such a driving force, it drives you to your future, to your purpose, to your destiny so you can’t afford to let go to your dream.” -Euginia Herlihy

Tara Cowan
Community Development/ Community Economic Development Student
Red River College
2013

A note from the most recent revisionist...

The words of Tara echo true to even today six year later! We are all on journeys of our own making. Sometimes we think that we should have done things differently when we look back, but if we did things differently we would not be the unique individuals that we have become today.

I have had multiple jobs up to this point in my life, and can probably expect to have a new one about every five years. This is just a part of the journey, we make the best of it and hope that each step is in a good direction.

I will leave you with two quotes about journeys, the first is to remind you that you are in control of your journey and the second is to remind us that journeys involve growth and change.

“You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You’re on your own, and you know what you know. And you are the only one who’ll decide where you’ll go.” - Dr. Seuss

“Life is a journey and it's about growing and changing and coming to terms with who and what you are and loving who and what you are.” - Kelly McGillis

Aaron Maciejko, B.A.
First Jobs 4 Youth Coordinator
November 2019

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Manitoba Youth Job Centres (MYJCs)

Students and Youth ages 16-29



Manitoba Youth Job Centres provide community-based summer employment referral services throughout rural and northern Manitoba. Local employers, as well as students and youth from 12 to 29, receive FREE assistance matching qualified job seekers with summer employment.

The Centres also provide students and youth with important information and education on career development and employment-related skills such as labour regulations, workplace health and safety, resume preparation, interview assistance and job-search techniques.

Offices are open from mid May to late August each year. Drop by your local community office during the summer for more information, or contact the MYJC coordinator year-round in Winnipeg, at 204-945-8115. Offices are operated by the Manitoba government in cooperation with community-based sponsoring committees in 40 rural locations throughout Manitoba.

What can the MYJC do for you?

The MYJC can:

- Connect you with employers in your community who are hiring
- Help you write your first resume or improve the one you already have
- Help you to prepare for interviews
- Show you how to effectively search for jobs
- Teach you about workplace health and safety and labor regulations
- Provide information on government and community-based programs and initiatives, such as student loans, and trades and apprenticeships

All of these services are provided free of charge and no appointment is necessary.

Students and Youth ages 12-16

Think you're too young to get real work experience?

Want to develop valuable skills to add to your resume?

Then the Odd Job Squad is the program for you!

Rural MYJC offices operate the Odd Job Squad. This casual labor program for 12-16 year olds provides supervised first-work and volunteer experiences for young people like you looking to gain hands-on career-related skills and experience – experience that will help you build your resume to get your first job. Odd Job Squad participants take part in activities such as car washes, Canada Day window painting, kids' carnivals and other great casual work activities.

To join your local Odd Job Squad, come in to any rural MYJC office. Remember, you'll need your parent's permission!

Office Locations:

Altona, Arborg, Ashern, Beausejour, Boissevan, Brandon, Carberry, Carman, Dauphin, Deloraine, Flin Flon, Gimli, Glenboro, Gladstone, Grandview, Hamiota, Killarney, Lac du Bonnet, Lunda, McCreary, Minnedosa, Morden, Morris, Neepawa, Niverville, Pilot Mound, Portage la Prairie*, Rivers, Roblin, Russell, St. Pierre-Jolys*, Ste. Rose du Lac, Selkirk, Steinbach*, Stonewall, Swan River, Teulon, The Pas, Thompson, Treherne, Virden, Winnipegosis, Winkler

Check their website for the most up to date times and dates that they are open.

- Location provides service in French and well

<https://www.gov.mb.ca/cyo/youth/services/manitobayouthjobcentres.html>

STEP Services

STEP Services is the official student employment placement service for the Government of Manitoba. Last year, we helped over 1,700 students find full and part-time jobs with government departments, agencies, and Crown corporations.



If you're interested in working for the Province of Manitoba, please take a moment to read the information below.

Am I Eligible?

To work for the Province of Manitoba as a student employee, you must meet two requirements:

1. at least 16 years of age at the time of employment (or 15-29 years of age for Green Team positions)
2. Attending school during the 2018/2019 academic year and returning in the fall.

Certain departments such as Justice and Family Services & Consumer Affairs require a Criminal Record check and Child Abuse Registry check for positions related to juvenile and adult corrections and those which involve contact with vulnerable persons. For more information, please contact your local police service or visit the following link: <http://www.winnipeg.ca/police/AboutTheService/faqs.stm>

How Does STEP Work?

When a government department wants to hire a student, they contact STEP Services and request a list of students to interview.

We search our database of student applications to find those that best match the requirements of the job (work location, specific skills, field of study, etc.).

Next, we contact you directly by phone, tell you about the job, and ask if you'd like to attend an interview.

If you do, you're provided with a time and location for the interview.

If you're the successful candidate following the interview process, the department will contact you directly and provide further instructions.

What Kind of Work is Available?

Student jobs range from entry-level jobs to career-related positions. Clerical, labour, research, administrative positions are common.

Part-time (Fall/Spring) and Full-time (Summer) work is available throughout Manitoba in both indoor office settings and outdoor work environments.

How Much Will I Earn?

Hourly wages are determined by the duties and complexity of each position with most jobs falling into one of four wage levels (note: some positions may pay above these rates):

Effective May 2, 2016:

STEP 1	STEP 2	STEP 3	STEP 4
\$ 11.45	\$11.74	\$12.77	\$14.30

Include your resume!

Students registering with STEP Services now have the option of including a resume with their online application. To include a copy of your resume, please follow the instructions at the end of the online application process.

Note: You will be asked to email your resume as a Microsoft Word, Adobe .PDF, or Rich Text file (.RTF) attachment to STEP Services – Please have your resume ready before you begin the online application process.

Visit the [Frequently Asked Questions](#) and [Our Policies](#) sections of their website located at <https://www.gov.mb.ca/cyo/studentjobs/> for more information.

STEP Services (Cont'd)

Register today for employment.



Registration is effective until December each year.

[Register Now!](#)

<https://web36.gov.mb.ca/step/app/en/apply>

Registering takes approx. 10-15 minutes

STEP Services retains only one application form each year. If you need to report a change of address or phone number, or require additional information, please contact mb4youth@gov.mb.ca or call 204-945-3556.

Elmwood Youth Employment Experience

The Elmwood Youth Employment Experience (EYEE) employability skills training program. The objective of the EYEE program to help those aged 18 to 29 overcome their barriers to obtaining employment by providing participants with training to obtain the skills they need to find and keep a job.

Each EYEE (Pronounced “eye”) session has eight participants and is split into two sections; four weeks of employability and life-skills training, and one-on-one employment. Participants are paid honorarium to attend all 4 weeks.

The 4 weeks of in class training are followed by job search in an area that matches the participant’s interests and skill set.

If you are a business interested in hosting an EYEE participant please call (204) 982-1720 for more information. The participants wage and WCB will be covered by the EYEE program and you have the option of hiring an already trained employee at the end of the 7 weeks. Our participants have a variety of skills and interests so we are open to all possibilities of work experiences.

www.elmwoodcrc.ca

Intensive job search preparation workshops and job search support

Call (204) 982-1720 for more information

Youth Employment Services (Y.E.S.)



WHO WE ARE

Youth Employment Services (Y.E.S. Manitoba Inc.) delivers employment services to youth. We receive our funding from the Province of Manitoba as well as many other donors and funders. We average over 12,000 visits to our Resource Area each year.

Our focus is to assist youth with finding and maintaining employment by utilizing a multilevel approach. We assess clients' marketability, guide them to suitable employment opportunities, offer employability and life skills workshops and provide resource training and educational programs.

In addition, we partner with many community agencies to offer presentations and workshops.

WHAT DO WE DO?

- We provide free employment services to young Manitobans.
- We provide a safe and supportive environment where youth can learn new skills, develop confidence in themselves and feel supported during their transition to employment.
- We offer monthly volunteering opportunities for youth to become engaged members of their community while gaining work experience and professional references.

Employment Coaching

Y.E.S. can help you find a job. Our services are free so you can have the opportunity to find the job you *really* want. We will help you:

- create a winning resume
- understand the hidden job market
- ace the interview
- answer the hard questions
- learn how to write cover letters
- be a better employee
- search for jobs
- provide free workshops

EAS—Employment Assistance Services

Assisting people to prepare for, find and keep employment Industry, Training and Employment Services provides services to assist individuals in preparing for, finding and retaining employment to meet Manitoba's labour market needs. We contract with community organizations to offer a variety of short-term, employment-related services. These services can help you to find and keep a job, improve your employability and conduct a successful job search.

What services are offered?

Each program/organization offers all, or a combination of the following:

- Employment counselling week.
- Assessment services.
- Information on the labour market and education/training opportunities.
- Employment plan development.
- Resume assistance and job search assistance.
- Job finding clubs.

Who can participate?

You may participate if you employed or working less than an average of 20 hours per week.

Resource Assistance for Youth

Level Up! Education and Training Program

What is Level Up!?

The Level Up! program is an innovative pilot project made possible by the federal government, designed to help youth develop skills for successful careers, setting them up for independence. Through a variety of strength-based training, workshops, and supported work placements, youth gain valuable skills and become employment-ready.



How It Works

Youth attend a paid 9 week classroom training session, followed by a 16 week supported work placement, through which they develop life skills and overcome barriers to employment with the help of RaY's dedicated mentors. At the end of the program, youth may choose to move into permanent employment or go back to school.

Eligibility

Level Up! is intended for all youth who are looking for work and we accept youth from all financial backgrounds; however, youth who are low income will be given priority as Level Up! is designed as a poverty reduction strategy.

CRITERIA

- You must be aged 18 – 29
- You must be a Canadian Citizen or Permanent Resident
- You must have a Social Insurance Number (SIN) – (if you don't have one, See below.)
- You cannot have previously participated in a program through Employment and Social Development of Canada

Youth who meet the above criteria are invited to apply to Level Up!

GROWING OPPORTUNITIES

"Why don't you get a job?" "Maybe you should have paid your bills?" "What do you mean you've never cooked before?" "Grow some confidence in yourself"

We at RaY understand that all young people need assistance when they first venture out on their own and recognize that for youth to become self-sufficient, they require hard and soft skills and the opportunity to develop them. With help from staff, youth self-identify personal and career goals and the steps needed to reach them. RaY then works, often with the community, to provide supportive environments in which youth may realize these goals no matter where they are at in their journey. From identification to certification, the Growing Opportunities Pre-Employment Program (G.O.) provides services that break down barriers to employment and training. G.O. equips youth with the tools to not only obtain a job in a field of their choice, but also to keep that job by becoming valuable employees. Youth progress through the program at the own pace, beginning with weekly odd jobs around RaY and progressing towards supported work placements in and around the community.

WHEN:

Monday – Friday: By appointment with only.

WHO:

Any youth needing assistance with employment or training. Whether you need help sprucing up your résumé or you're taking your first steps in the job market, RaY can help.

SERVICES:

Goal orientated Life Maps to identify employment and life goals and the steps necessarily to achieve them, Assists acquiring proper identification: Social Insurance Number, birth certificate, driver's licence, Manitoba Health Card, Résumé development and mock interviews, Paid training opportunities at RaY: Kitchen Training Program, Custodian, Reception, forRaY Second Chance Shoppe, External job placements in the community, Certification: CPR/First Aid, Food Handlers, WHIMIS, Employment counselling.

www.rayinc.ca

Centre for Aboriginal Human Resources Development



CAHRD offers comprehensive services to job-seekers that can lead directly to employment through job preparation (interview skills, resumé workshops, job referrals) or to create a strategy for employment by accessing further education and training.

The friendly and professional staff from CAHRD's three employment departments: Central Employment Services, Staffing Solutions, and Aboriginal People with Disabilities Program are here for your assistance. They use the most current resources and methods available to help you become employed.

CAHRD offers free orientation sessions every Tuesday at 10:00 a.m. and Thursday at 1:00 p.m. for anyone interested in learning more about our education and employment services.

Please call ahead since the sessions fill up quickly: (204) 989 7110.

What's the best part of our services? Everything is free of charge.

Central Employment Services

Help clients by creating an action plan to successfully attain career goals. Employment Counsellors offer career exploration options, referrals to employment, education and training, and job search strategies.

One-on-One Counselling Services

Upon the initial meeting, an Employment Counsellor will conduct an individual personal assessment to identify a client's marketable skills. They will assist in overcoming any barriers that may limit a client's employment opportunities and discuss an action plan for successfully attaining their personal career goals.

Referrals to Academic Upgrading or Post-Secondary Training

Employment Counsellors are available to discuss a client's options, and help determine the best plan of action suitable to their needs, whether it be additional upgrading, or referral directly into a training program.

CAHRD continues to offer step-by-step supports as clients identify, achieve and ultimately succeed with their goals.

Career exploration, training options, job search strategies and referrals, workshops and a computer resource centre (computer lab, skills testing, faxing, printing, photocopying & voicemail) are available to clients free of charge.

Staffing Solutions

Offers assistance to recent graduates to find meaningful employment in their occupation of choice. Our professional Employment Counsellors will work one-on-one with clients to develop a customized plan and provide individual assistance to ensure their skills meet the demands of today's workforce. In addition, we create partnerships with private and public sectors to establish employment opportunities for our clients.

Services include:

One-on-one employment counselling, Short and long term goal setting, Computer lab with internet access, Testing your ability with computer skills, Connecting you with job leads and referrals, Aide with linking to a voice messaging, photocopying & faxing services, Job search workshops which cover resume, cover letter, interview skills and mock interviews

Aboriginal People with Disabilities Program

Provides assistance to urban Aboriginal people with disabilities with customized services including access to employment or training programs, and referrals to outside agencies in the City of Winnipeg with disability programs and services.

Employment Counsellors offer such services as:

In-house counselling, Referrals to employment or training services and programs, Local resources to other disabilities services and programs, Assistance with identifying employment goals, Job preparation and resume assistance

304-181 Higgins Avenue
Winnipeg Manitoba R3B 3G1
Phone: (204) 989 7110 Fax: (204) 989 7113
Business Hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.
<http://cahrd.org/employment-services/>

Spence Neighbourhood Association

Youth Crew

Our Youth Crew program offers occasional odd jobs/training opportunities for local Youth, ages 13-25. Youth develop skills in yard care, snow and ice removal, cooking, baking and catering, building projects and community relationships. A natural stage of progression, many Youth Crew participants become First Jobs 4 Youth participants as they come of age. Both programs build community connections, self-confidence, self-esteem, and human dignity as well as provide a safe working environment where Youth are valued community members.

How to Participate

Obtain an application kit, have your parent/guardian sign the permission forms and send them back to the Youth Crew office. Shortly after you will be called in to receive training in Workplace Safety and Health, rights of the young worker receive your certificate and then you can work when jobs become available.



Youth Crew Coordinator - Ana Cotton

Phone: 204-783-5000 ext.117 email: ana@spenceneighbourhood.org

First Jobs 4 Youth

First Jobs 4 Youth offers part time employment/training opportunities for local Youth, ages 16-18 every summer within the Spence Neighbourhood Association's programming; working with children in the Building Belonging Children's program, Sports, Environment and Open Spaces and Front Desk work at the Community Office on Ellice. After graduating in August, Youth receive Fall/Winter work placements with local employers such as the University of Winnipeg and other businesses and agencies. Every spring our office assists past participants with applications to the City of Winnipeg for jobs as Recreation Technicians at local community centres.

How to Participate

Pick up an application form in May. Return it completed back to the First Jobs 4 Youth Office. Attend the JOB FAIR in June and meet the SNA program coordinators who will be hiring for the summer. Ask Aaron for help to prepare for your interview. You will be notified if you are selected.

First Jobs 4 Youth Coordinator - Aaron Maciejko

Phone: 204-783-5000 ext.116 email: aaron@spenceneighbourhood.org

Other Services

- Help retrieving personal identification such as Birth Certificate, Manitoba Identification Card, and SIN
- Mock Interviews and applications
- Get volunteer information
- Employment Resources
- Help with any job related issue
- Resume and cover letter Building
- Education Resources
- Help returning to school
- Applying for student loans
- General Referrals

Youth Employment Hub Coordinator - Leslie Kwok

Phone: 204-783-5000 ext. 115 email: firstjobs@spenceneighbourhood.org

www.spenceneighbourhood.org

Citizens' Bridge at North End Business Development Centre Office

607 Selkirk Avenue, Winnipeg, MB

Phone: 204-691-9720

Show them who you are.

We help you get proper ID so you can do what you want:



Your Goal	How we can help
Get ID (such as birth certificate, social insurance and driver's licence)	<ul style="list-style-type: none">• Help you determine which pieces of ID you need to reach your goals• Provide you with the location or application forms for ID• Tell you about the costs• Give you free money advice• Help you complete your application forms
Get your learner's and driver's licence	<ul style="list-style-type: none">• Refer you to a low cost driver's training program so that you can learn how to drive and get your learner's and driver's licence• Help you practice for your road test
Open a bank account	<ul style="list-style-type: none">• Proper ID will allow you to open a bank account• We offer free money advice so that you can afford things like a better apartment
Get a better job	<p>Proper ID means that you can:</p> <ul style="list-style-type: none">• Apply for jobs that require a driver's licence• Apply for jobs that require a bank account (many employers will hire you only if they can deposit your cheque directly into the bank)
Rent an apartment	Proper ID can help you secure a better apartment

Ask for a referral from one of our community partners:

Aboriginal Youth Opportunities - Andrew Street Family Centre - Building Urban Industry for Local Development - Community Financial Counselling Services - Elizabeth Fry Society - Elmwood Community Resource Centre - Employment and Income Assistance - Immigrant and Refugee Community Organization of Manitoba Inc. - Indian Family Centre - Klinik Community Health Centre - Ma Mawi Wi Chi Itata Centre - Manitoba Green Retrofit - Mount Carmel Clinic - Metis Child, Family and Community Services - Native Women's Transition Centre - North End Community Renewal Corporation - North End Women's Resource Centre - North Point Douglas Women's Centre - Opportunities for Independence Inc. - Oyate tipi Cumini Yape - PATH Employability Centre - Point Douglas WRHA Community Mental health Program - Red River College Aboriginal Education and ACCESS Programs - Sagkeeng Employment and Training Services - Salvation Army (Barbra Mitchell Family Resource Centre) - SEED Winnipeg Inc. - Urban Circle Training Centre Inc. - West Central Women's Resource Centre

Employment Support for Newcomers in Winnipeg

Entry Program

400-259 Portage Avenue, Winnipeg R3B 0C9

Phone: 204-944-0133

<https://alteredminds.ca/entry-program/>

Orientation and language for newcomers. Newcomers learn about getting settled in Winnipeg, finding a job, health services and the law.

Must be 18+

Winnipeg English Language Assessment & Referral Centre

4th floor, 275 Portage Avenue, Winnipeg R3B 2B3

Phone: 204-943-5387

www.welarc.net

English language assessments for adults before they take English language classes or training programs.

Employment and Income Assistance (EIA)

755 Portage Avenue

Phone: 204-948-4000

<https://www.gov.mb.ca/fs/eia/index.html>

eia@gov.mb.ca

Offers financial assistance for people who have no other financial resources.

Refers clients to training programs and job opportunities.

Success Skills Centre

Centennial House, 2nd Floor

310 Broadway Avenue

Phone: 204-975-5111

Fax: 204-975-5108

ssc@successskills.mb.ca

<http://www.successskills.mb.ca>

Specialized employment and career counseling for immigrant professionals with a CLB level of 5 and up and skilled workers

Manitoba Start program

271 Portage Avenue

Phone: 204 944 8833

Email: frontdesk@manitobastart.com

www.manitobastart.com

Client-centered approach to service delivery, helping newcomers achieve their desired outcomes;

Partnership-focused services, working hand in hand with businesses to build sector-base partnerships;

Collaborative approach to networking using the capacity to existing community-based services;

Employer-friendly relationships, built on our ability to meet and exceed expectations, using high standards of quality service delivery.

Must be +18, New immigrants within their first 3 years of arrival

Manitoba provincial nominee program

7th floor – 213 Notre Dame Avenue, Winnipeg MB, R3B0T4

Phone: (204) 945-2806

<http://www.immigratemanitoba.com/immigrate-to-manitoba/>

Anyone can apply

Apprenticeship Manitoba/Apprenticeship and Certification Board

100-111 Lombard Avenue, Winnipeg R3C 0T4

Phone: (204) 945-0575

<http://www.gov.mb.ca/wd/apprenticeship/index.html>

apprenticeship@gov.mb.ca

Helps people enter apprenticeship programs and/or gain credit for their experience obtained outside of Canada.

Manitoba Credentials Nominee Program

7th floor- 213 Notre Dame Avenue, Winnipeg R3B 1N3

Phone: 204-945-6300

www.immigratemanitoba.com

This program is only for professional and/or technically trained immigrants who want to work in regulated profession in Manitoba. If eligible, the program gives financial reimbursement for a portion of the licensing fees. A wage subsidy may also be available for up to six months, for clients seeking employment in their field.

Immigrant Centre

100 Adelaide Street, Winnipeg R3A 0W2

204-943-9158

<http://www.icmanitoba.com>

Offers settlement orientation and support services for newcomers immigrants

All newcomers who have a permanent resident card including government assisted refugees (GARS), joint assisted refugees (JAS) and privately sponsored refugees (PSR)

Edge Skills Centre Inc.

533 St. Anne's Road, Winnipeg R2M 3E8

204-254-1618

<http://www.edgeinc.ca>

Holistic training program that offers employment and career counseling, upgrading and vocational training.

Pluri-Elles Manitoba

420, rue Des Meurons, unité 114 , Winnipeg R2H 2P8

204-233-1735

<https://www.pluri-elles.mb.ca/index.html>

Specialized employment, career counseling and job search assistance offered by professionals - For francophone men and woman

Counseling for woman (all ages) and therapy for children

Literacy program for all families in Manitoba

Specialized French literacy classes for men & woman

CPAC Program-Community Action program for children

Francophone resource Centre: All Services offered in French- available through out Manitoba

The Hidden Job Market

Since most jobs aren't even advertised, it's important to know about networking and how it can help you find a job in the "hidden" job market. This page will show you how to use personal and professional relationships to open doors to unadvertised employment opportunities.

Why is there a hidden job market?

It's often easier for an employer to hire a person connected to someone in their network.

If you're referred to an employer by someone they know and trust, hiring you instead of a complete stranger is a lot less risky. They also don't have to go through the hassle of advertising the job, sifting through résumés, interviewing people, and then hiring a complete stranger.

That's why it's so important to use your connections to find out if someone in your network knows about any potential employment opportunities.

What is networking?

Have you ever heard the expression, "It's not what you know, but who you know"? Well, that's the idea behind networking.

A network is simply a group of people you're connected to through family, friends, work, education, and community. This group of people is a valuable resource that can help you find a job. Really good networkers are comfortable having conversations with people, and they don't come across as trying too hard to sell themselves.

Who's in your network?

Make a list of people you know and trust who might have connections to places you'd like to work. To get you started, here's a list of people you could consider as part of your network:

- family members and close friends
- neighbours and family friends
- club members
- teammates and classmates
- teachers and coaches
- employers and co-workers
- community leaders
- Librarians
- Doctors/dentists

Using your network

Once you've identified people in your network, contact each one of them individually to let them know you're looking for work and to ask if they know of any available jobs. They might not know of any opportunities right away, but it's always helpful to put the fact that you're looking for a job on their radar. The beauty of networking is that the people in your network also have networks of their own. When you talk to the people in your network, it's always a good idea to ask if they know of anyone else you could talk to about job opportunities.

This might seem obvious, but remember to be polite and professional. Good networkers share in the lives of others by giving and receiving information, advice, support, and commitment. It's important to find a healthy balance between natural conversation and being clear and direct about what you're looking for, without coming across too strong or pushy.

The Hidden Job Market (Cont'd)

Expanding your network

Networking is all about leveraging relationships, so if you want to expand the network of people you're currently connected to, all you need to do is get to know more people!

Here are some ways you can expand your professional networks:

Volunteer and join associations

A great way to learn new skills, gain work experience, and meet new people is through volunteering. Many groups and associations can help you meet people in a particular industry or area of interest. Check out the following page for more information on volunteering:

Volunteer work

Contact potential employers

Make a list of places where you'd like to work or people you'd like to work for. Find their contact information online and, if they don't have a job-posting section, you can phone the personnel department or a hiring manager to discuss any potential openings.

Even if they don't have openings at the time, they might keep you in mind when an opening does become available, or they might know of someone else who is looking to hire.

Informational interviews

The information interview can be a useful way to find out more about the kind of industry or company you would like to work for. While this technique is not designed for finding a job, the contacts you make may lead you to job openings.

Top-eight tips for networking

1. Know what you have to offer. Do a skills inventory to help you learn what you have to offer an employer.
2. Make connections. Think about what kind of job you want, and identify people in your network who can help get you closer to your goal.
3. Think about what you want to say. Before calling an employer, prepare a blurb you're comfortable with. For example: "Hello, my name is (*add your name here*). I understand that your company does (*add the field of activity of your business here*), and that's my area of career interest. I was wondering if you had any current job openings."
4. Refresh their memory. When contacting acquaintances you haven't been in contact with for a while, help jog their memory by letting them know who you are and how they know you.
5. Be yourself. Networking is all about building relationships. Don't pretend to be someone else; your healthiest and strongest relationships are often the ones where you are completely yourself.
6. Be humble. Focus on sharing what you have to offer, not bragging.
7. Manners count. Be polite. People are more likely to do a favour for someone nice and tactful than someone who comes across as pushy.
8. Follow up, but don't be annoying. Following up on conversations or opportunities is a good idea. Nagging? Not so much

<https://www.canada.ca/en/services/youth.html>

Unemployed Youth



Below is a list of programs and services specific to the needs of unemployed Canadian youth. Be sure to check out our general audience pages as well for more information on Jobs, Education, Careers and Money.

Jobs

Youth Employment Strategy (YES) is focused on young Canadians aged 15-30 who were unemployed or underemployed prepare for, obtain, and maintain employment and to make a successful transition from school to work.

Job Bank is an electronic listing of jobs provided by employers from across Canada.

Check out Service Canada's various job search tools to help you find a job, create a résumé, choose a career and assess your skills.

Visit the Training and Careers Web site from Service Canada for resources to help you in your job search or to change your career.

The Targeted Wage Subsidies program from Employment and Social Development Canada assists Employment Insurance eligible individuals experiencing difficulty in finding work to get on-the-job work experience.

Job Creation Partnerships (JCP) applies to individuals who want to develop skills and gain meaningful work experience. The main criterion for JCP is that the work experience provided to unemployed individuals should lead to long term employment.

The Self-Employment (SE) program from Employment and Social Development Canada provides financial assistance to help eligible, unemployed individuals to start a business.

Full-time students can post their resume at the Federal Student Work Experience Program (FSWEP) Web site and apply for temporary student jobs within the federal public service of Canada.

Consider a career with the federal public service of Canada! Find out what the Public Service has to offer and how to apply for jobs across Canada at the Jobs.gc.ca Web site.

Education

The Skills Development employment program from Employment and Social Development Canada provides financial assistance to eligible individuals to help them get the skills training they need for employment. Consider returning to school to upgrade your education and skills. Visit the CanLearn Web site to learn more about post-secondary programs and student financial aid.

An apprenticeship program can help you to learn a skilled trade and earn money while doing it! An apprenticeship is an agreement between a person (an apprentice) who wants to learn a skill and an employer who needs a skilled worker. Most of the education is on the job, but supplemented by courses at a training institution.

Money

Have you been laid-off from your job? Employment Insurance (EI) provides benefits to individuals who lose their jobs through no fault of their own (for example, due to shortage of work, seasonal or mass lay-offs) and are available for and able to work, but can't find a job. This site outlines what it takes to be eligible for EI benefits and how to apply.

Find out if you may eligible to receive other government benefits by completing the Benefits Finder profile at the CanadaBenefits.gc.ca Web site.

Are you owed wages since you lost your job? The Wage Earner Protection Program (WEPP) reimburses eligible workers for unpaid wages and vacation pay they are owed when their employer declares bankruptcy or becomes subject to a receivership.

<https://www.canada.ca/en/services/youth.html>

Websites for a Better Future

Youth Employment Services
www.youthemploymentservices.com

I need to choose a career

Career Key
www.careerkey.org

Exploring Career Options

University of Manitoba– Exploring Occupations
<http://www.umanitoba.ca/student/counselling/careers.html>

Canada Career Consortium
www.careercc.org

Youth and Student Employment - www.canada.ca
<https://www.canada.ca/en/services/jobs/opportunities.html>

Training—Canada.ca
<https://www.canada.ca/en/services/jobs/training.html>

Looking for a Job

Canada Jobs Bank
www.jobbank.gc.ca

Federal Student Work Experience Program
<https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html>

Public Service Commission of Canada
<https://www.canada.ca/en/public-service-commission.html>

Manitoba Education and Training– STEP Services
<http://www.gov.mb.ca/cyo/studentjobs/>

Reaching E-Quality Employment Services (REES)
305-1200 Portage Ave.
Winnipeg MB, R3G 0T5
<http://www.re-es.org/>
Phone: 204-832-7337

E.A.G.L.E. Urban Transition Centre
2nd floor - 275 Portage Avenue
Phone: 204-954-3050
<http://eagleutc.com/services/eagles-nest-program/>

Boys and Girls Club of Winnipeg—Youth Recreation Activity Worker Program
<http://www.bgcwinnipeg.ca/programs/education-and-career-exploration/youth-recreation-activity-worker-program>

mbjobs.ca
www.mbjobs.ca/

Monster.ca
www.monster.ca/

Workopolis
<http://www.workopolis.com/>

Eluta.ca
<http://www.eluta.ca/>

Indeed.com
<https://ca.indeed.com/>

Research Help

Canadian Corporate Information
www.corporateinformation.com

Digital skills for Youth
www.ic.gc.ca/eic/site/cap-pac.nsf/eng/home

Manitoba Companies Database
<http://companiesoffice.gov.mb.ca/>

Innovation, Science and Economic Development Canada
<http://www.ic.gc.ca/eic/site/icgc.nsf/eng/home>

Labour market Information

Canadian Occupational Projection System (COPS)
http://occupations.esdc.gc.ca/sppc-cops/w.2lc.4m.2@-eng.jsp?_ga=1.194306474.608565012.1463079953

Job Search Tips

Quintessential Careers
<https://www.livecareer.com/quintessential>

The Job Hunter's Bible– What colour is your parachute?
www.jobhuntersbible.com

Websites for a Better Future (con't)

Resumes/Cover Letters/ Interview Information

Monster .com

www.monster.com/career-advice/

Resume .com

<https://www.resume.com/>

Electronic Resumes

Career Mosiac

www.careerbuilder.com

Rebecca Smith's eResumes & Resources

www.eresumes.com

I need Experience

Exchanges- Heritage Canada

<http://canada.pch.gc.ca/eng/1457643856309>

Manitoba Career Development

[gs work experience volunteering.html](http://www.manitobacareerdevelopment.ca/CDi/)

Temporary Agencies

Agency Name	Address	Phone	Type of jobs Available
EZ Workforce ezworkforce.ca/	804 Sargent Ave.	204-786-6370	Steel toe boots preferred SIN and Photo ID
Aactive Personnel Services www.aactivepersonnel.com/	312 William Ave.	204-982-4600	General labour, factory assembly, warehouse. Paid daily Proof of SIN, 18+
People Ready www.peopleready.com/	28 Queen Elizabeth Way (Main Street)	204-989-7590	Paid daily, General Labour. Bring Resume, Photo ID and proof of SIN.
Perfect Placement Systems www.perfect-placement.ca/	328- 330A King St..	204-989-5820	General Labour Paid weekly Need SIN
Smith Personnel www.smithpersonnel.ca/	285 Garry St.	204-947-1261	General Labour Steel toed boots required. Pay held back 1 week. Need SIN, Under 18 okay.
Drake International Apply online at www.drakejobs.com	221 Portage Ave.	204-947-0077	Office work, general labour, light industrial, customer service. Need 2 work related references.. Need resume and SIN.
Houston Personnel www.houstongrp.com/	300-478 River Ave. Phone to apply	204-947-6751	General Labour, office. Temp or permanent placement. Submit resume
Pinnacle Staffing Solutions pinnacle.jobs/	394 Graham Ave. For labour use Edmonton entrance	204-943-8649	General labour, clerical, customer service. Paid weekly Mostly 18+
Randstad Apply online at www.randstad.ca	220 Portage Ave.	204-943-5211	General labour, office. 2 work related references, clear criminal record needed or pardon. Need 2 pieces of ID, SIN, 18+
Trade Labour Corporation (TLC)	405 A Ellice Ave Next to Money Mart	204-943-0055	General Labour. Need photo ID

Workplace Safety



Are you safe at work? Every year, hundreds of youth are injured or killed on the job, many of them within days of starting a new job. In 2006, 97 workers between 15 and 29 died in the workplace in Canada. You and your employer each have rights and responsibilities for creating a safe and healthy workplace. Want to learn more? Start by reviewing the information below.

The Basics:

Why is health and safety awareness important?

- **It could save your life!**
- Proper training is vital for your safety and could prevent you from getting injured.
- You need to be aware of potential hazards in the workplace.
- You need to help others become aware.
- **You need to know what protection and compensation are available to you.**

You have four fundamental rights as an employee:

- The right to know;
- The right to participate;
- **The right to refuse unsafe work;** and
- The right to protection.

Employer's responsibilities:

- To provide a safe and healthy workplace.
- To train employees on potential hazards and to ensure employees have the required certification.
- To correct unsafe actions and conditions.
- To ensure protective equipment is available and being used.
- **To report and investigate all accidents and incidents.**

Employee's responsibilities:

- To know and comply with all regulations.
- To protect yourself, your co-workers, and members of the public who may be affected by your actions.
- To report unsafe actions and unsafe conditions to your employer.
- To use protective equipment, as required by the employer.
- To report any accident, incident, or illness immediately to your employer.

Observation, learning, and experience are the keys to recognizing potential safety hazards in the workplace!

Source: Canadian Centre for Occupational Health and Safety (CCOHS).

You can learn how to work safely by reviewing the Workers' Compensation Board of Manitoba's Safe Work Manitoba Web site.

If you are injured on the job in Manitoba, the Workers' Compensation Board of Manitoba Web site provides information to help you file a claim for compensation.

