



MANITOBA INUIT
ASSOCIATION
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Employment Opportunity Research and Development Program Coordinator Winnipeg, Manitoba

Position Summary:

Under the supervision of the Executive Director, the Research and Development Program Coordinator will use a community development approach in the research, planning and delivery of MIA development projects, which focus on enhancing the lives of Inuit in Manitoba. The position will be responsible for overseeing projects at the directive of the Executive Director and working in collaboration with partners on existing and future projects. Community engagement and development are key aspects for this job position; applicants should have connections and involvement with the Inuit community.

Duties and Responsibilities:

- Assists with general administrative duties for research and development programs between MIA and its partnership organizations;
- Engages in community-based research, working with MIA's partnerships and the Inuit community;
- Assists with development and recruitment of the MIA membership project;
- Assists in planning, development and implementation of community engagement, events and outreach;
- Works closely with MIA's partnerships on development and implementation of current research projects;
- Prepares and provides program related documents, reports and summaries, on an on-going, as-needed basis, under the direction of the Executive Director.

Qualifications:

- Inuit descent preferred;
- Experience working with Inuit or Indigenous communities;



204.774.6848



177 Lombard Ave, 7th Floor Winnipeg, MB R3B 0W5



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- Minimum of an undergraduate degree in sociology, Indigenous studies, community health, social work, psychology or related field plus 3 years related experience will be taken into consideration;
- Experience in program planning, development and delivery;
- Experience in community development, advocacy, collaborative teamwork and partnership development;
- Experience in Indigenous and community-based research, project management and managing community relations;
- Exceptional written and verbal communication skills in English, with the ability to interact effectively with a variety of audiences;
- Fluency in Inuktitut would be an asset;
- Knowledge of Inuit culture and community;
- Highly motivated, self-directed, and able to efficiently plan and execute a project;
- Exceptional time management, organizational, decision making, and problem solving skills;
- Strong computer skills with a proficiency in Apple or PC (software e.g. Word, Excel, PowerPoint), Adobe Acrobat;
- Computer literacy with qualitative software, such as NVivo, considered an asset.

Additional Requirements

Preference will be given to candidates who are Inuit recognized under one of the Regional Land Claims in the North.

Salary: To be determined based on experience and background

Hours: Under review



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Please apply by 5:00pm on August 25, 2017 by:

Send your resume in confidence to Rachel Dutton, Executive Director, Manitoba Inuit Association at rachel.dutton@manitobainuit.ca

Please direct questions about the position to Leah McDonnell, Project Coordinator, University of Manitoba at Leah.Mcdonnell@umanitoba.ca

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.



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