



MANITOBA INUIT  
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## **Employment Opportunity Program Coordinator – Education Connections Winnipeg, Manitoba**

Formed in 2008, the Manitoba Inuit Association (MIA) is an organization that enhances the lives of Inuit in Manitoba by promoting Inuit values, community and culture while connecting to services that meet our evolving needs.

<b>Position:</b>	Program Coordinator
<b>Location:</b>	Winnipeg, MB
<b>Reports To:</b>	Executive Director
<b>Term:</b>	April 9, 2018 to December 2018
<b>Hours:</b>	Full Time 5 days/week

### **Position Summary:**

Under the supervision of the Executive Director, the Program Coordinator will support the planning and delivery of the Education Connections program using a community development and community engagement approach. The position will oversee the program's staff, projects and activities and will also work in partnership with collaborating organizations in secondary and post-secondary institutions, funding organizations responsible for the administration of student financial assistance both in Manitoba and Nunavut. Community engagement is at the core of this position; applicants should have connections and involvement with Inuit community. As well, the position will refine current and future partnerships/collaborations with funding partners to develop Inuit-specific employment and training services.

### **Duties and Responsibilities:**

- Development of an Inuit student mentorship program that creates Inuit cultural connections for Inuit students in both secondary and post-secondary school;
- Coordinate a network of Inuit cultural ambassadors, Elders and volunteers that will work with the Inuit student mentorship program;



204.774.6848



177 Lombard Ave, 7<sup>th</sup> Floor Winnipeg, MB R3B 0W5



[www.manitobainuit.ca](http://www.manitobainuit.ca)



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- Development of a student orientation resource that will assist Inuit students with the transition between home and the urban landscape;
- Development of a communications plan and promotional material that is Inuit-specific that assists Inuit students coordinate student financial assistance, bursaries and grants for post-secondary school tuition, books, lodging/accommodation;
- Assist Inuit who are interested in applying for post-secondary school, who require information on the various funding agencies and their representatives, landlords, employers and employment agencies and other interested individuals within the local community, and;
- Provides advocacy, support and referral services to meet student needs;
- Work with existing Inuit-specific Winnipeg businesses interested in building their connections to Inuit students in Winnipeg;
- Write funding proposals according to MIA strategic plan, with input from the Executive Director, for submission to potential funders and agencies to obtain funds to launch additional elements of the Education Connections program as required;
- Work with existing community-based organizations to identify programs that can meet the needs of Inuit, and assist them in ensuring Inuit needs are incorporated into programming in the short and medium term, as MIA builds its capacity for the long term;
- Provide and prepare program documents for monthly updates at board meetings, under the direction of the Executive Director;
- Assist the Executive Director in developing the program budget provide monthly financial reports to the Executive Director for review.

**Qualifications:**

- Inuit descent preferred;
- Experience working with Inuit or Indigenous communities;
- Minimum of an undergraduate degree in social work, psychology or related field plus 3 years related experience will be taken into consideration;



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- Experience in program planning, development and delivery;
- Experience in community development, advocacy, collaborative teamwork, partnership development;
- Experience in proposal development, financial management and government and funder relations;
- Exceptional written and verbal communication skills in English, with the ability to interact effectively with a variety of audiences;
- Knowledge in post-secondary education services;
- Fluency in Inuktitut would be an asset;
- Knowledge of Inuit culture and community;
- Knowledge of the needs of Inuit students and youth;
- Knowledge of the resources available in the community for Inuit experiencing poverty, housing shortages, challenges in post-secondary education, homelessness, domestic violence, addictions, etc.;
- Experience working within the Non-Profit sector;
- Highly motivated, self-directed, and able to efficiently plan and execute a project;
- Exceptional time management, organizational, decision making, and problem solving skills; and
- Strong computer skills with a proficiency in Apple or PC (software e.g. Word, Excel, PowerPoint), Adobe Acrobat.

### **Additional Requirements**

Satisfactory Criminal Record and Child Abuse Registry Check

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

### **Please apply by 5:00pm on March 15, 2018 by:**

Send your resume in confidence to Rachel Dutton, Executive Director, Manitoba Inuit Association at [rachel.dutton@manitobainuit.ca](mailto:rachel.dutton@manitobainuit.ca)



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Interviews will be scheduled between the dates of March 20-22, 2018

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



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