



MANITOBA MOON VOICES INC.

Member of the Native Women's Association of Canada

Indigenous Skills and Education Training Coordinator

Job Posting: Indigenous Skills and Education Training Coordinator

Opening Date: July 23, 2021

Closing Date: August 10, 2021

Job Type: Full time

Salary: Based on experience

Manitoba Moon Voices Inc. (MMVI) is a not-for-profit organization that enhances, promotes, and fosters the social, economic, cultural, and political well-being of First Nations, Inuit, and Métis women, girls, and gender diverse individuals within Manitoba.

MMVI is seeking a passionate and organized Indigenous Skills and Education Training (ISET) Coordinator to join our team. Reporting to the Executive Director, the ISET Coordinator is responsible for the development and implementation of the Native Women's Association of Canada (NWAC) ISET program in Manitoba. The ISET Coordinator works to address the special employment and training needs of Indigenous women and gender diverse individuals living off reserve. The ISET Coordinator is committed to ensuring that increasing numbers of Indigenous women and gender diverse individuals gain funding supports they need to pursue their education and employment goals.

As the ISET Coordinator, you will:

- promote MMVI, NWAC, and the ISET program to Indigenous women and the public;
- work with Indigenous women to secure education and employment opportunities;
- provide vocational assessments, counseling, and career planning for individuals receiving provincial Social Assistance and Employment Insurance;
- develop, maintain, and administer employment and training client contracts;
- develop and facilitate in-house and community workshops, and project presentations;
- research grant opportunities and contribute to proposal writing;
- research and keep up to date with labour market demands and educational opportunities;
- organize provincial ISET Selection Committee meetings;
- maintain ISET financial records in accordance with standard accounting practices and procedures;
- maintain all contracts, procurement files, client files, insurance, bank documents, T4As and Summary Reports and ensure other financial and correspondence records are maintained and secured;
- write and submit quarterly financial reports to NWAC as per ISET program requirements;
- be available to travel and work outside of business hours when necessary;
- liaise with the NWAC National Office regarding ISET program activities and deliverables; and
- other duties as assigned.

As the Partnership and Communications Strategist, you will have the following qualifications, skills, and experience:

301-286 Smith Street, Winnipeg, MB R3C 1K4

T: 204.942.1828 **TF:** 1.855.893.0166 **F:** 204.942-1329 **E:** ed@mmvi.ca **W:** manitobamoonvoices.com

- Post-secondary education in social services, human resources, Aboriginal/Indigenous studies or a strong background in career and employment services and minimum of two-years experience.
- Familiarity with Indigenous communities, organizations, and employment and training agencies in Manitoba and across Canada.
- Clear Criminal Record and Child Abuse Registry check.
- Knowledge of and commitment to the principles and values that guide the work of Manitoba Moon Voices Inc.
- Understanding of issues related to enhancing the lives of Indigenous women, gender diverse individuals, and their families.
- Solid understanding of Gender Based Analysis and approaches to programming.
- Excellent interpersonal, written, and verbal communication skills.
- Direct experience in project coordination, policy and work plan development, and report writing.
- Strong presentation, liaison, and networking skills.
- Ability to work independently and in a group.
- Experience dealing with confidential and sensitive information.
- Experience with Microsoft Office.
- Valid Class 5 Driver's License.

How to Apply:

Please submit your application to shoskie@mmvi.ca by August 10, 2021. Your resume and cover letter must clearly illustrate how you meet the qualifications, skills, and experience requirements. Only those selected for an interview will be contacted.

Please note, preference will be given to qualified Indigenous women and gender diverse applicants, in keeping with the stated goals of the organization.