



# MANITOBA MOON VOICES INC.

Member of the Native Women's Association of Canada

## Community Partnership Coordinator

**Job Posting:** Community Partnership Coordinator

**Opening Date:** March 11, 2022

**Closing Date:** March 25, 2022

**Job Type:** Fulltime

**Salary:** \$45,000 per annum

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 professional, hard-working Community Partnership Coordinator (CPC) to join our team. Reporting to the Executive Director, the CPC works closely with staff and board members to identify and build mutually beneficial partnerships with like-minded organizations. With the aim of increasing organizational capacity and the ability to provide programs and services, the CPC is responsible for strengthening MMVI's network of community partnerships that benefit Indigenous women, girls, and gender diverse individuals. In addition, the CPC will run advisory groups that inform the deliverables of various projects, engage in community outreach and support, and plan and deliver events and activities.

The CPC works to promote MMVI's mission, vision, and strategic plan, while embodying MMVI's Code of Honour. The CEF is committed to ensuring that the *231 Calls for Justice* from the *National Inquiry into Missing and Murdered Indigenous Women and Girls* are acted upon.

### As the CPC, you will:

- actively create connections and engage with community members, stakeholders, and potential partners;
- develop and maintain partnerships with like-minded organizations that benefit Indigenous women, girls, and gender diverse individuals;
- support the delivery of MMVI's Strategic Plan;
- increase membership numbers through active community engagement;
- prepare and deliver presentations, events, and activities to potential partners, members, and other stakeholders;
- record and report statistical data on events and activities, partnerships, and member engagement;
- adapt to the ongoing challenges and limitations set forth by the COVID-19 pandemic;
- perform other duties as assigned.

**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

**As the CPC, you will have the following qualifications, skills, and experience:**

- one year of community engagement experience or a combination of work and education experience;
- excellent interpersonal, written, and verbal communication skills and strong organizational skills;
- knowledge and understanding of the Indigenous Women's and 2SLGBTQQIA sectors in Manitoba;
- knowledge and understanding of the diversity of cultural/spiritual practices of Indigenous women, girls, and gender diverse individuals;
- practical knowledge of trauma-informed processes and practices (if necessary, training will be provided);
- active use and training in trauma informed, anti-oppressive, client-centered and harm reduction approaches and frame-works;
- demonstrated ability to successfully build trusting with Indigenous youth and adults;
- experience planning and organizing community engagement events;
- experience with Microsoft Office, and Zoom;
- clear Criminal Record and Child Abuse Registry check;
- dedication to team building and creating a safe, inclusive environment for staff;
- Experience working within Manitoba's Indigenous and 2Spirit/Indigenous LGBTQIA+ communities is an asset; and
- fluency in an Indigenous language and knowledge of cultural teachings and ceremonies is an asset.

**How to Apply:**

Please submit your application to [shoskie@mmvi.ca](mailto:shoskie@mmvi.ca) by March 25, 2022. Your résumé and cover letter must clearly illustrate how you meet the qualifications, skills, and experience requirements. Only those being invited to 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. Individuals from minority or Indigenous groups and persons with disabilities are encouraged to self-declare within their cover letter.