



# MANITOBA MOON VOICES INC.

*Member of the Native Women's Association of Canada*

## Reclaiming Power & Place Program Assistant

**Job Posting:** Reclaiming Power & Place Program Assistant

**Opening Date:** August 26, 2022

**Closing Date:** September 9, 2022

**Job Type:** Full Time

**Salary:** 45,000

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 hardworking Reclaiming Power & Place Program (ROPAP) Assistant to join our team. Reporting to the Program Coordinator, the Program Assistant is responsible for inviting Indigenous women and gender diverse individuals to participate in the ROPAP program. The successful applicant will engage participants in meaningful dialogue and development, facilitating the fruitful development of the curriculum and program structure.

The goal of ROPAP is to create a safe space for women and gender diverse individuals to bravely address the gender-based violence that is a consequence of the “historical, multigenerational, and intergenerational trauma” caused by colonialism, helping them to attain the social, economic, cultural, and political well-being they deserve. This initiative will be delivered in partnership with Two-Spirited People of Manitoba Inc. (2SMB)

The assistant will help the Program Coordinator in utilising best practice methods to support safe conversations that will inform the deliverables of the RPP program, in consultation with the Advisory Circle, staff, and community at large. This includes the use of trauma informed, culturally appropriate, and harm reduction frameworks.

The Program Assistant works with the Program Coordinator, partners, and third-party contractors to ensure the effective and efficient execution of the program. The Program Assistant is passionately committed to ensuring that the program meets the needs of participants who live with the impacts of colonialism and the gender-based violence it engenders.

### **As the Program Assistant, you will:**

- Assist the Project Coordinator:
  - recruit and communicate with project Advisory Circle members.
  - plan, organize, and run project Advisory Circle.
  - recruit and communicate with participants for the ROPAP program.
  - prepare and deliver RPP curriculum two days a week for twelve weeks.
- Actively create connections and engage with community stakeholders and partners.
- Support the delivery of the RPP workplan.

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

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- Work with the Program Coordinator to incorporate community input into the project deliverables.
- Adapt to ongoing challenges and limitations presented by the COVID-19 pandemic.
- Represent MMVI and 2SMB in a professional manner, with support from the Project Coordinator.
- Administrative tasks as needed, including minute taking and administering application and release forms.
- Other tasks as required.

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

- One year of recent facilitation experience.
- Understanding of and experience working with Indigenous communities.
- Active use of and training in: trauma informed, gender diverse, anti-oppressive, client centered and harm reduction approaches and frameworks.
- Comprehensive knowledge of community resources.
- Experience advocating for vulnerable individuals.
- Experience working in non-profit environment.
- Excellent recruiting and networking skills.
- Demonstrated excellence in written and oral communication (including confident and assertive public speaking).
- Experience using Microsoft Office Suite, Zoom, and social media platforms.
- Ability to work independently and within a group.
- Experience with Manitoba specific Indigenous ceremony, cultural practices, and teachings.
- Creative and innovative problem-solving skills.
- Clear Criminal Record check, Child Abuse Registry check, and Vulnerable Persons check.

**Assets**

- Lived experience as a 2 Spirit/ Indigenous LGBTQQIA+ person living on Turtle Island.
- Knowledge and experience working with victims of violence and barriers to support.
- Knowledge and understanding of traditional protocols.
- Access to a vehicle.

**How to Apply:**

Please submit your cover letter, résumé, and three references to [mfinch@mmvi.ca](mailto:mfinch@mmvi.ca) by September 9, 2022. Your résumé 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 these individuals are encouraged to self-declare in their cover letter.