



## **Job Posting**

### **Project Coordinator**

#### **Taking the Next Step in our Journey Program**

Manitoba Moon Voices Inc. (MMVI) is an Indigenous community-based organization dedicated to providing resources and supports to Indigenous women and gender diverse people, and their families. Our work helps to build self-sufficiency and strengthens our collective capacity to make positive changes in our community.

Manitoba Moon Voices Inc. is offering a program called Taking the Next Step in our Journey for 12 months. Taking the Next Step centers on Indigenous women, 2Spirit and gender diverse youth who are on Employment & Income Assistance and seeking to transition off of EIA and work towards a more enhanced and independent life. The project will provide 2 sessions, up to 3-days a week. Each session will include 15 youth (15 to 29). Taking the Next Step will provide participants with basic life skills and healing programming to address issues such as violence/trauma, suicide, homelessness, addictions, and poverty. The program will be based on a 4-pillar curriculum: *Body* (essential needs), *Mind* (education), *Emotions* (healing) and *Spirit* (cultural connection).

The Taking the Next Steps Project Coordinator will report to the A/Executive Director of MMVI and work closely with the Communications Coordinator.

#### **Duties include:**

- Recruit and coordinate participants and facilitators for the Taking the Next Steps in our Journey Project
- Adapt and create a 4-pillar curriculum to be delivered to project participants; this includes creating an orientation package with set expectations
- Provide Cultural and Self-Care teachings/facilitation.
- Research best practice models for implementation of project
- Staff and contractor supervision
- Contract an Elder and oversee their work with the project
- Responsible for the coordination and oversight of all project relatives, programming and materials
- Responsible for coordinating programming with existing MMVI programming to effectively meet relatives needs
- Coordinate with Communications Coordinator work placements and partnerships
- Collect programming attendance and statistics
- Develop, maintain and administer programming evaluations
- Responsible for data collections and providing reports to the Executive Director
- Analyze client evaluations of the project to modify programming if needed
- Other duties as necessary

## Qualifications and Skills:

- Post-secondary diploma/degree and/or equivalent knowledge and work experience in the areas relevant to education, facilitation, supervision and curriculum development
- Excellent oral and written skills
- Experience in leading multifaceted projects
- Experience with facilitation
- Strong organizational skills
- Strong computer skills (Email, Excel, Word)
- Good understanding of the history of colonization and intergenerational effects of Residential/Day Schools
- Strong understanding of trauma informed/harm reduction approaches to training
- Good understanding and use of social media platform, and online engagement platforms
- Dedication to team building and a positive team member
- Strong Knowledge and experience with Indigenous and 2Spirit/ Indigenous LGBTQQIA+ communities
- Strong understanding of gender diverse identities and diversity inclusion practices
- Training in the area of strategies that will enhance life skills and provide opportunities to encourage and support project completion, enhance self-esteem and strengthen ties with other Indigenous locally, regionally, provincially, and nationally
- Membership with MMVI would be considered an asset

Salary is commensurate with qualifications and experience. Interested candidates are invited to submit in confidence, a cover letter with resume, that addresses the qualifications, along with 3 work related references by **Wednesday, May 31, 2023 at 4:30 pm**

Please send your cover letter and resume to:

Manitoba Moon Voices Inc.  
301 – 286 Smith Street  
Winnipeg, MB R3K 1K4  
**Fax:** 204-615-5300  
**Email:** [admin@mmvi.ca](mailto:admin@mmvi.ca)

Manitoba Moon Voices Inc., recognizes employment equity in terms of gender, nationality and culture. As an Indigenous organization this position is open to qualified Indigenous 2S/Indigenous LGBTQQIA+ applicants. Individuals from minority groups and persons with disabilities are equally encouraged to apply and self declare on their cover letter.