



MANITOBA MOON VOICES INC.

Member of the Native Women's Association of Canada

Reclaiming our Power & Place Program Coordinator

Job Posting: Reclaiming our Power & Place Program Coordinator

Opening Date: September 25, 2023

Closing Date: October 6, 2023

Job Type: Term (until March 29, 2024)

Salary: \$50,000

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 our Power & Place Program Coordinator to join our team. Reporting to the Executive Director, the Program Coordinator is responsible for the development and implementation of the Reclaiming our Power & Place Program that will help Indigenous women, girls, 2-Spirit and gender diverse people address the “historical, multigenerational, and intergenerational trauma” caused by colonialism. The goal of the program is to create a safe space where women, girls, 2-Spirit and gender diverse people can address the epidemic of violence they face and reclaim the safety and well-being they deserve.

The Program Coordinator works with staff, partners and third-party contractors to ensure the effective and efficient execution of the program. The Program Coordinator 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 Coordinator, you will:

- recruit, track, and support participants and facilitators through all phases of the program;
- recruit and work with Elders, to ensure the program is culturally appropriate;
- design, manage, and evaluate curriculum and programming;
- utilize best practices for program development and implementation;
- promote MMVI and RP&P;
- supervise and lead program staff, volunteers, and third-party contractors;
- collaborate in the development, maintenance, and produce all program materials;
- conduct evaluations and collect data needed to improve programming;
- work with participants to ensure program is responsive and evolves to meet their needs;
- write and submit all required reports to Executive Director, the board, and funders;
- maintain all financial records in accordance with standard accounting practices and procedures;
- develop, maintain, and administer all contracts, procurement files, and client files;
- be available to travel and work outside of business hours when necessary;
- research grant opportunities and contribute to proposal writing; and
- attend to other duties as assigned.

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

- Post-secondary education or equivalent knowledge and work experience in curriculum and program development, facilitation, and staff supervision.
- Direct experience in the development and implementation of a multifaceted program, policy and workplan development, and report writing.
- Direct experience of trauma-informed practice, harm reduction principles, and strength - based frameworks.
- Familiarity with Indigenous communities, organizations, and employment and training agencies in Manitoba.
- Knowledge of and commitment to the principles and values that guide the work of Manitoba Moon Voices Inc.
- Experience working within Manitoba's Indigenous and 2Spirit/Indigenous LGBTQQIA+ communities.
- Solid understanding of gender diverse identities and diversity inclusion practices.
- Dedication to team building and creating a safe, inclusive environment for staff.
- Experience dealing with confidential and sensitive information.
- Experience with Microsoft Office Suite.
- Strong understanding and use of social media platforms, and online engagement platforms, such as Zoom.
- Clear Criminal Record and Child Abuse Registry check.
- Excellent interpersonal, written, and verbal communication skills and strong organizational skills.
- Lived experience as a 2Spirit/ Indigenous LGBTQQIA+ community member is an asset.
- Fluency in an indigenous language is an asset.
- Knowledge and experience with indigenous cultural teachings and ceremonies is an asset.

How to Apply:

Please submit your cover letter, resume and references by October 6, 2023. Your cover letter and resume must clearly illustrate how you meet the qualifications, skills, and experience requirements. Only those selected for an interview will be contacted.

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

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.