



MANITOBA MOON VOICES INC.

Member of the Native Women's Association of Canada

Community Engagement Coordinator

Job Posting: Community Engagement Coordinator

Opening Date: November 15, 2023

Closing Date: Open Until Filled

Job Type: Fulltime

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 professional, hard-working Community Engagement Coordinator (CEC) to join our team. Reporting to the Executive Director, the CEC works closely with staff and community to identify and build mutually beneficial partnerships with like-minded organizations. With the aim of informing, consulting, involving, collaborating and empowering community, the CEC is responsible for strengthening MMVI's network of community partnerships that benefit Indigenous women, girls, and gender diverse individuals. In addition, the CEC 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 CEC works to promote MMVI's mission, vision, and strategic plan, while embodying MMVI's Code of Honour. The CEC 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 CEC, 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;
- be willing to travel to northern Manitoba communities
- adapt to the ongoing challenges and limitations set forth by the COVID-19 pandemic;
- perform other duties as assigned.

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

- one year of community engagement experience or a combination of acceptable 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 WordPress, Microsoft Office, Adobe Creative Cloud, Constant Contact, Hootsuite, Survey Monkey, and Basecamp;
- experience with online engagement platforms, such as 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 LGBTQQIA+ 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 cover letter, resume and references. **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, resume and references 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.