

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2023-051

Position:	Program Coordinator		
Salary:	\$24.04 (\$50,00 annually)		
Classification:	Term to March 29 ,2024	Hours of Work:	Days and evenings with some weekend availability.
Reports To:	CYC Program Manager	Closing Date:	Open Until Filled

The Program Coordinator’s primary focus is to implement the Ganawenindiwag: They Take Care of Each Other, Ndinawe’s youth training program, coordinating relationships with partner organizations and program participants. The Coordinator is responsible for monitoring and supporting a positive work and learning environment, and ensuring program delivery as outlined in the project description.

General Responsibility:

- Develop and maintain a project work plan outlining daily, weekly, and monthly outcomes.
- Manages day-to-day needs of program staff and program delivery including supervision of project staff including Project Facilitator and Educational Assistant.
- Serves as a principal liaison between youth, facilitators, educational assistant, Elders, EIA caseworkers and/or external supports.
- Maintains positive relationships with external agencies for the purpose of referrals.
- Oversee the implementation, evaluation, and revision of training materials.
- Monitors program budget to ensure cost effectiveness of program.
- Responsible for submitting statistical and narrative reporting to Director of Programs and Services within identified timeframes and deadlines.
- Promotes access to employment, volunteer, and educational opportunities and resources for youth participants.
- Maintains positive relationships with external agencies for the purpose of referrals.
- Promotes the program to new youth participants.
- Collects and analyzes data; prepares scheduled and special reports; maintains program records and statistical information.
- Attend staff meetings and participate in staff development as directed.
- Performs other duties consistent with job description and approved Ndinawe services, personal policies and procedures.

Qualifications Required:

- Education in relevant humanities/social development field or a combination of education, employment experience, personal experience and/or volunteer experience may be considered.
- Experience in project development and/or training development plans.
- Experience in a supervisory role.
- Demonstrated excellence in communication skills, both written and oral.

- Demonstrated reliability in time management.
- Program management experience.
- Ability to establish relationships with youth.
- Skill in organizing resources and establishing priorities.
- Experience working with Indigenous people and possesses an understanding of Indigenous culture and spirituality.
- Awareness of community resources.
- Proven capacity to effectively plan and implement programming.
- Strong ability to work under minimal supervision and act with a high degree of independent judgement, taking action on a variety of matters as required.
- Demonstrated ability to participate in and contribute to a strong team environment with an inclusive and collaborative approach.
- Proven ability to work in a stressful and changing work environment.
- Capacity to manage sensitive and confidential situations with professionalism, confidentiality, and respect.
- Current training in conflict resolution, de-escalation and risk assessment preferred.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self identify in their cover letter.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources,
Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue
Winnipeg, MB R2W 2A8
Email: recruitment@ndinawe.ca

Telephone inquiries will not be accepted.

***We thank all applicants for their interest; however only those candidates selected to an interview will be contacted.**