

Ndinawemaaganag Endaawaad Inc. (Ndinawe)
EMPLOYMENT OPPORTUNITY – Internal and External Posting
2024-004

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|------------------------|-------------------------------------|-----------------------|--------------------|
| Position: | Arts and Recreation Program Manager | | |
| Salary: | \$50,000 | Location: | 472 Selkirk Ave |
| Classification: | Full Time | Hours of Work: | 80 hours bi-weekly |
| Reports To: | Director of Programs and Services | Closing Date: | Open until filled |

General Responsibility:

The Arts & Recreation Program Manager is responsible for the planning, management, and oversight of successful program delivery within Ndinawe including culture, art, recreation, and non-core projects. Responsibilities include, but are not limited to;

- Strategizing, implementing, and maintaining program initiatives that adhere to organizational objectives and Ndinawe’s Strategic Vision
- Developing program assessment tools for continual evaluation of programs and identify needed improvements.
- Managing programs throughout the program life cycle from planning the overall program to program implementation and evaluation.
- Supervising multiple programming and project staff; managing expectations, ensuring staff are working within project workplans and program budgets.
- Developing and implementing a youth engagement strategy that aligns with program objectives; Ensure programs are meeting the needs of community youth
- Managing and utilizing program resources
- Managing all program documentation, including monthly submission of regular program reports to the Director of Programs and Services as required
- Managing each program budget and funding for maximum productivity

Qualifications Required:

- Post-Secondary education in social services or a related field
- At least three years’ experience working in a managerial role in a community setting
- Must possess strong leadership and management skills
- Strong communication skills to interact effectively with various stakeholders including youth participants, community members, programming staff, etc.
- Must be strong in managing program and projects scope, time, cost, quality, human resources, communication, and risk
- Familiarity with project and program management methodology and techniques
- Ability to work with a range of individual involved in programs to help them successfully complete their work and the programs objectives
- Must have experience in program financial management (i.e., budget management)
- Proficient computer skills: MS Word, Excel, Internet, E-mail.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

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

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