



Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2025-22

Position:	Educational Assistant	Program:	Programs and Services
Salary:	\$22.08 per hour	Location:	650 Burrows Ave
Classification:	Program Position	Hours of Work:	80 hours bi-weekly
Reports To:	Senior Manager	Closing Date:	Open until filled

In collaboration with the team, and under the direction of the Senior Manager, the Educational Assistant is responsible for providing individual and group instructional assistance to participants of the program. This position requires the ability to assist students in program training, skills development, and providing guidance in maintaining focus on essential tasks. The Educational Assistant assumes all duties and responsibilities in accordance with the philosophy, direction, and policy standards of Ndinawe.

General Responsibility:

- Establish and maintain positive relationships with youth that emphasize trust, respect, and confidentiality.
- Assist with organizational tasks (photocopying, typing, etc.) and program preparation.
- Maintain attendance records.
- Collaborate with the Senior Manager to facilitate group and program activities as needed and be prepared to lead programming in the event of facilitator unavailability.
- Engage students in activities that foster learning and support skill development.
- Assist students in gathering and organizing information and materials, meeting deadlines and training requirements, reviewing documents, and preparing materials as assigned.
- Assist students in resolving interpersonal conflicts.
- Build positive and respectful relationships with students while creating an effective learning environment.
- Encourage motivation and active participation.
- Promote independence by reinforcing strategies that support the development of problem-solving skills.
- Implement strategies to enhance student’s self-confidence.
- Maintain positive relationships with external agencies for the purpose of referrals.
- Support an environment that prioritizes safety and respect.
- Communicate clearly and respectfully, using the appropriate language and tone for the situation.
- Engage with staff in a way that fosters positive relationships.
- Work collaboratively and cooperatively to support programming; providing both individual and group assistance as needed.
- Identify work requirements and timelines from written and verbal instructions, asking for clarification when needed.
- Assemble, organize, collate, and construct materials according to facilitator direction.
- Oversee the operation, maintenance, and safe use of specialized devices, equipment, and technologies by students, ensuring safety protocols are followed.

- Perform other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

Knowledge, Skills and Abilities:

- Education in relevant humanities/social development field or a combination of education, employment experience, personal experience and/or volunteer work.
- Demonstrated excellence in communication skills, both written and oral.
- Proven time management skills.
- Ability to establish relationships with students and youth.
- Experience working with Indigenous people and possess an understanding of Indigenous culture and spirituality.
- Strong background working with people whose experiences include sexual exploitation, addictions, justice involvement, and trauma with knowledge and understanding of current and available community resources in these areas.
- Positive, respectful, flexible in times of crisis and urgency.
- Skilled in organizing resources and establishing priorities.
- 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:

Attention: 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.**