

Ma Mawi Wi Chi Itata Centre, Inc

Employment Opportunity INTERNAL/EXTERNAL Competition

September 11, 2019

Position Title: Future is Yours Assistant
Classification: Full-Time 2-yearTerm
Location: 445 King Street Community Gathering Place
Salary: To be negotiated

Background:

The Ma Mawi Wi Chi Itata Centre is currently seeking an individual for the position of Future is Yours Assistant. The successful candidate will be responsible for assisting the Future is Your Coordinator in facilitating an employability skills training program for approximately 30 youth. The Assistant will help with food preparation keeping attendance, providing bus tickets to the participants. The Assistant will help in the recruitment of youth participants. The Assistant will work collaboratively the Future is Yours Coordinator to ensure the Youth receive excellent skill-building training.

Qualifications:

- Knowledge and understanding of Youth programs;
- Ability to work under demanding conditions;
- Independent problem-solving skills;
- Excellent verbal and written communication skills;
- Ability to work with collateral agencies;
- Understanding of Indigenous and community issues;
- Knowledge and skills to work with youth;
- Computer skills would be considered an asset;
- Strong motivational and leadership ability;
- Flexibility to work occasional evenings and weekends;
- Efficient Time Management skills;
- Valid Manitoba driver's license and access to a reliable vehicle an asset;
- Valid First Aid/CPR certification;
- Current Criminal Record check, Child Abuse Registry and Prior Contact checks required.

Closing Date:

All letters of interest and resumes must be received no later than 4:00p.m September 17, 2019

Attention: Jacqueline Trout
Human Resources Assistant
Ma Mawi WI Chi Itata Centre, Inc
350-200 Alpine Way
Headingley, Manitoba R4H 0B7
Fax #204-946-5042 or HR@mamawi.com

NOTE: Only those selected for an interview will be contacted.