

Ma Mawi Wi Chi Itata Centre, Inc

Employment Opportunity INTERNAL/EXTERNAL Competition

September 11, 2019

Position Title: Future is Yours Coordinator
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 Coordinator. The successful candidate will be responsible for developing, coordinating and facilitating an employability skills training program for approximately 30 youth. The coordinator will work with youth in both a group setting and individually to assist program participants with creating a personal employment path and provide training sessions to develop employability skills. The coordinator will work collaboratively with partner agencies to provide resources and skill-building training for youth participants.

Qualifications:

- Knowledge and understanding of Youth programs;
- Ability to complete quarterly reports and meet deadlines;
- Ability to work under demanding conditions;
- Independent problem-solving skills;
- Excellent verbal and written skills;
- Ability to work with collateral agencies;
- Understanding of Indigenous and community issues;
- Knowledge and skills working with youth;
- Computer skills would be considered an asset;
- Strong motivational and leadership ability;
- Able to facilitate program training sessions for a large group;
- Knowledge of effective employability skills (resume writing, job interview etiquette, etc.) mandatory;
- 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.