

**MA MAWI WI CHI ITATA CENTRE, INC.**  
**INTERNAL/EXTERNAL Employment Opportunity**

**August 20, 2020**

**Position Title:** Training and Development Coordinator  
**Classification:** Permanent Full-Time  
**Location:** TBD  
**Salary:** Subject to Qualifications

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**Background:**

The Training and Development Coordinator, under the direction of the Executive Team, is primarily responsible for overseeing all training and development activities at the Ma Mawi Wi Chi Itata Center Inc. The Coordinator is responsible for developing, updating, planning, and implementing training and development opportunities. Other responsibilities will include collaborate with Team Lead staff to assess and facilitate employee and sister agency training needs; and regularly consult with Executive to identify training gaps. The Training and Development Coordinator will ensure all training and development programs are developed and delivered in a cost-effective manner, assessing the return on investment of all programs with maximum benefit to employees and the organization.

**Qualifications:**

- Post-secondary degree or diploma in human resources.
  - 5 years of work experience in the human resources field, with a focus on training and development.
  - Demonstrated knowledge of change management.
  - Ability to develop and implement successful and effective training and development programs and activities.
  - Proficient report writing ability and organizational skills.
  - Effective communication skills with individuals at all levels of the organization.
  - Computer literate, with proficient ability within Microsoft Office professional suite.
  - Strong problem identification and resolution skills.
  - Ability to interpret and implement Centre policies and procedures.
  - Extensive people (Training Personnel) management skills.
  - Experience dealing with third parties, consultants, and training specialists.
  - Proven ability to implement and manage budgets.
  - Proven ability to design and implement different forms of training and development.
  - Proven ability to market the training opportunities to our sister organizations.
  - Demonstrates ability and comfort to effectively build relationships with Indigenous and Non-Indigenous organizations.
  - Demonstrated capacity to work with multiple organization partners.
  - Strong motivational and leadership ability.
  - Able to set and meet strict deadlines.
  - Valid Manitoba driver's license and access to a vehicle preferred.
  - Must provide an updated Police and Child Abuse Registry check
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**Closing Date:** All letters of interest and Resume must be received no later than August 28, 2020 4:00 pm.

**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](mailto:HR@mamawi.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted. As an Indigenous employer, we encourage First Nations, Inuit and Métis applicants to apply.