

**MA MAWI WI CHI ITATA CENTRE, INC**  
**EMPLOYMENT OPPORTUNITY INTERNAL/EXTERNAL COMPETITION**

**November 19, 2020**

**Position:** Program Development Manager  
**Classification:** Full Time – One Year Term (Executive)  
**Location:** Ma Mawi Wi Chi Itata Centre Administrative Office (Headingley)  
**Salary:** Subject to Qualifications

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**Background:**

The Ma Mawi Chi Itata Centre is currently seeking an individual for the position of Program Development Manager. The Program Development Manager is responsible to enhance and strengthen internal connections and linkages between Ma Mawi Wi Chi Itata Centre programs, develop new programs and initiatives to further strengthen these connections and linkages, renew funding for existing programs and manage an annual program development plan that includes targeting specific Ma Mawi Wi Chi Itata Centre programs for various levels of expansion. Program development is designed to meet the needs of the community-based model of practice, as set forth within the Centre's Strategic Plan. The Program Development Manager shall also provide leadership and support to the Centre's staffing teams.

**Qualifications:**

- Post-graduate degree in Human Services or equivalent combination of training and experience.
  - At least ten years' experience in a supervisory or management role.
  - Strong analytical skills, excellent interpersonal and communication skills.
  - Strong organizational and consultative skills.
  - Demonstrated experience in developing and maintaining an effective working relationship with Indigenous and non-Indigenous, mandated and non-mandated organizations.
  - Knowledge of the Manitoba Child and Family Services Act, foster care policies and regulations.
  - Strong understanding of community capacity building models of practice.
  - Strong motivational and leadership ability.
  - Communicate effectively, verbally and in writing, with staff, other agencies, and the public.
  - Community service orientated to effectively meet needs in a timely conscientious manner.
  - A team player/facilitator to encourage an environment that fosters effective results in teams.
  - Respectful to engage people and build helping relationships.
  - Flexible to respond effectively and positively in diverse relationships.
  - Confident and positive to engage families in the helping relationship process in order to support, motivate and encourage to make positive choices.
  - Maintain high level of independence and self- initiative.
  - Subject to Criminal Record Check, Child Abuse Registry and Prior Contact Checks.
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All letters of interest and Resumes must be received no later than 4:00 p.m., November 30, 2020

Attention: Margaret Mackinnon  
Human Resources Manager  
Ma Mawi Wi Chi Itata Centre, Inc  
350-200 Alpine Way  
Headingley, Manitoba R4H 0B7  
Fax # 204-946-5042 or [mmackinnon@mamawi.com](mailto:mmackinnon@mamawi.com)

Interested applicants are encouraged to forward their cover letter and resume, providing 3 references with one of the references being an immediate supervisor with most recent employer.

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.

[www.mamawi.com](http://www.mamawi.com)