

## **Early Learning Literacy Facilitator**

### **Authority**

The Early Learning Literacy Facilitator reports directly to the Assistant Director of Instructional Services.

### **Purpose**

The Early Learning Literacy Facilitator will support early learning programs in First Nations and provide leadership in the program area to ensure that the vision, mission, goals, and objectives of the MFNERC are aligned with services and programs developed for First Nations. The Early Learning Literacy Facilitator will also work collectively with other MFNSS/MFNERC staff to support, plan, organize, and manage the delivery of educational support services to Manitoba First Nation School System schools.

### **Specific Responsibilities**

As delegated by the Assistant Director of Instructional Services and/or Director of Instructional Services, the Early Learning Literacy Facilitator will:

- Establish linkages with other organizations for the purposes of sharing information, and developing working relationships to enhance early learning;
- Support in the delivery of early learning programs that include language and cultural components into curriculum and programs;
- Keep current with effective curriculum, and management of Early Learning programs;
- Liaise with childcare centres to consult and collaborate in supporting transition and inclusive programming that is evidence-based to ensure children are provided with activities that are socially interactive and enhance academic and developmental skills;
- Assist in the development and implementation of early learning programs that are relevant and meaningful; and assist with the monitoring and support to ensure their efficiency and effectiveness;
- Support in the maintenance, distribution, and inventory of resources, equipment and supplies for early learning programs;
- Facilitate workgroups and meetings, and provide updates at forums, conferences and meetings as needed;
- Provide implementation support on developmentally appropriate practices (DAP) and play-based learning in K4 and K5 through professional development and on-site support as required to address EDI outcomes;
- Prepare program reports according to MFNERC reporting guidelines/requirements;
- Ensure that MFNSS strategic plan priorities, proposals and work plans are implemented effectively and efficiently;
- Participate in meetings with to research, plan, develop and implement services and programming;
- Set priorities and organizes workload effectively and efficiently;
- Manage an independent work environment;
- Maintain a planning process that includes a needs assessment;
- Other duties as assigned.

## Qualifications

### Education & Experience

- Bachelor of Education with a minimum of five years related work experience in Early Childhood Education;
- Awareness of the Manitoba Curriculum Early Childhood frameworks;
- Demonstrated experience and knowledge of the issues and history of First Nations education at local, regional and national levels;
- Experience working in First Nations education;
- An understanding of First Nations communities and governance structures;
- Knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First Nations communities;
- Excellent interpersonal and cross cultural skills to work in a First Nations environment;
- Excellent oral and written communication skills;
- Fluency and literacy skills in a First Nations language is considered an asset;
- Ability to deal with highly confidential and sensitive matters;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Computer literate and proficient with MS suite;
- Valid driver's license and reliable transportation;
- Ability to travel to First Nation communities within Manitoba;
- Recognize the importance of First Nations languages and cultures, applied research and early childhood literacy in education reform.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Thursday, October 31, 2019** to:

**Human Resources  
Manitoba First Nations Education Resource Centre Inc.  
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9  
Email: [hr@mfnerc.com](mailto:hr@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**