

## **CAREER DEVELOPMENT FACILITATOR (TERM)**

### **Authority**

The Career Development facilitator works under the supervisory function of the Coordination Team.

### **Purpose**

The Career Development facilitator is responsible for coordinating all aspects of career development and entrepreneurship education for Manitoba First Nations schools with particular emphasis on middle and senior years. The Career Development facilitator will provide an interdisciplinary approach to career development and ensure an effective delivery system that links education, technical vocational education and career development.

### **Specific Responsibilities**

- Support First Nations schools with career development planning and programming to meet the needs of students, schools and the broader community.
- Assist in implementing K-12 career development curriculum for First Nations schools.
- Assist teachers to implement Career/Life Work courses.
- Remain up to date on current labour market information and trends and be able to apply this information in daily work.
- Lead, coordinates, organizes and facilitates professional learning opportunities for teachers in the area of instruction, curriculum and assessment related to career development and technical/vocational programming both in person and virtually.
- Remain up to date on current career development practices and emerging trends.
- Liaise with First Nations organizations, post-secondary institutions and other career/workforce development organizations to increase career development opportunities for First Nations students' on-reserve.
- Identify regional and provincial career fairs and recruit First Nations students on reserve to increase participation.
- Ability to assist in planning and facilitating
- Liaise with Manitoba Education and Training consultants on various career development programs and tools being used throughout the province.
- Other duties as assigned.

### **Qualifications**

#### **Education & Experience**

- Bachelor of Education degree with a Guidance Counselling designation and three years related work experience in career development
- Strong understanding of First Nations communities and governance structures;

- Excellent written and oral communication skills with experience in preparing presentations and written information for various audiences;
- Ability to facilitate community or group planning
- Outstanding interpersonal, leadership, organization and community development skills;
- Computer literate and proficient;

## Personal

- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Ability to relate to and communicate well with others;
- Ability to deal with highly confidential and sensitive matters;
- Ability to travel to First Nations throughout Manitoba
- Provide satisfactory clearance of criminal record and provincial child abuse registry checks;
- Respect the philosophy that the answers are within First Nations, each First Nation is distinct, as well as, recognize the importance of First Nations languages and cultures.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings by October 2, 2020 at 4:00 pm 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 qualified First Nations applicants; 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)**

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