

Report Coordinator

Authority

The Report Coordinator reports directly to the Director of Operations and has a working relationship with the Associate Executive Director and other MFNERC Directors.

Purpose

The Report Coordinator will be the interface and administrative point of contact for all proposals; funding proposals and reports between external funding agencies and MFNERC. The Report Coordinator will provide direction, training and guidance to the Administrative Assistants of the MFNERC in matters of program proposal/workplan development and reporting.

Specific Responsibilities

- With directors, program managers and administrative assistants, coordinates the development of the reporting process to meet funding program reporting requirements and internal planning and program development requirements;
- Tracks status of funding proposals and reports including monitor and track revisions to proposals until the final proposal is submitted and the contribution agreement is signed off by the Executive Director and Director of Finance;
- As a basic standard, files (electronic or hard copy) all proposals revised after submission to the funding agencies, accompanying letters and/or emails that provide directions regarding revisions required by the funding agencies, final proposals and reports for each fiscal year;
- Ensures that all MFNERC staff has access to final work-plans, templates, reports, proposals etc. in a timely manner;
- Works across the organization to enhance the consistency and quality of reports by supporting the reporting system;
- Develops and distributes MFNERC mid-year and annual reports;
- Ensures proposals and reports are final documents before submission to Executive Director for accompanying letter and signature;
- Schedules training for staff as required to support the proposal writing and reporting process;
- Reports to management team meetings on status of proposals and reporting;
- Prepares and populates templates to track funding deliverables based on dates and milestones;
- Works towards improving the reporting processes by providing analysis and recommendations to management;
- Provides updates as required to various meetings, conferences and forums;
- Sets priorities and organizes workload effectively and efficiently;

- Manages an independent work environment;
- Supports with the Administrative Assistants of the MFNERC to ensure all submitted service requests are assigned and completed in accordance with the details of requests;
- Works with the Director of Operations, to develop work flow and supporting procedural documents for the Administrative Assistants of the MFNERC;
- Other duties as assigned.

Qualifications

Education & Experience

- Minimum Bachelor Degree;
- A minimum of three years related experience in a similar role;
- Demonstrated experience in decision-making, problem solving, establishment of priorities, dealing with various governance bodies, organizations and communities;
- Awareness of Manitoba First Nations education development and reforms, bodies of knowledge and socio-economic conditions of First Nations communities;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Demonstrated organizational, oral and written communication, interpersonal and presentation skills;
- Computer proficiency required;
- Fluency in a First Nations language is considered an asset;
- Ability to deal with highly confidential and sensitive matters;
- Knowledge of federal and provincial government education programs/policies;
- General experience with financial management systems;
- Provide satisfactory clearance of criminal record and provincial child abuse registry checks; and
- Valid driver's license and reliable transportation.

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. **Friday, September 18, 2020** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: 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 First Nations 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.