

MANAGER OF COMMUNICATIONS AND REPORTING

Authority

The Manager of Communications and Reporting Unit reports directly to the Associate Executive Director.

Purpose

The Manager of Communications and Reporting is responsible for management of the Communications and Reporting Unit. The Manager of Communications and Reporting is responsible for working collaboratively with the Management Team utilizing his/her expertise in the area of Communications and Reporting in the coordination of Communications and Reporting services for MFNERC and MFNSS. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

Responsibilities

Communications

- Assists the Associate Executive Director in maintaining a communication network with First Nations schools, Education Authorities and Education Directors, Assembly of Manitoba Chiefs and other stakeholders;
- Plans, develops, implements, monitors and evaluates communication processes and strategies designed to inform staff, administration, management, clients and other stakeholders of MFNERC and MFNSS activities;
- Organizes and oversees the preparation of communications materials including reports, newsletters, briefing notes, speeches, presentations and press releases, etc.;

Reporting

- Assists the Associate Executive Director in maintaining a reporting and accountability network with First Nations schools, Education Authorities and Education Directors, Assembly of Manitoba Chiefs and other stakeholders;
- Coordinates the development of reporting processes to meet funding program reporting and internal planning and program development requirements;
- Provides analysis and recommendations to management on improving the internal and external reporting processes to enhance consistency and quality of reports;
- Monitors, tracks and reports on the status of funding proposals and reports including revisions to proposals until the final proposals are submitted and the contribution agreements are signed off by the Executive Director and Director of Finance;
- Establish and maintain a database of internal communications, reporting and policy documents on various sources of information, documents and data prepared by MFNERC and MFNSS;

- Researches and analyzes and prepares documents to support proposal preparation, policy/advocacy and/or developmental activities that will affect First Nations education and the organization(s) as required;

General

- Management of the Communications and Reporting Unit;
- Supervision and evaluation of Communications and Reporting staff;
- Development, implementation, monitoring and evaluation of communications and reports, processes and strategies;
- Oversight of the preparation of communication materials including presentations, speaking notes, and press releases;
- Coordination and oversight of the preparations of proposals and reports;
- Preparation of briefing notes, and other documents as required;
- Sets priorities and organizes workload effectively and efficiently;
- Attends meetings as required; and
- Other duties as assigned.

Qualifications

- Minimum Bachelor Degree or a combination of related training with a minimum of five years related work experience in a similar role;
- Demonstrated educational leadership skills in management and administration;
- Demonstrated experience and knowledge of the issues and history of First Nations education at local, regional and national levels;
- Demonstrated understanding of federal and provincial education systems;
- Demonstrated experience in decision-making, problem solving, establishment of priorities, dealing with various governance bodies, organizations and communities;
- Demonstrated respect for the importance of First Nations knowledge, languages and cultures;
- Demonstrated understanding of First Nations governance structures enhanced with practical and experiential knowledge;
- Demonstrated respect for elected officials, the Chiefs and the political process that exists within the First Nations and representative organizations;
- Demonstrated knowledge of Manitoba First Nations education development and reforms, other bodies of knowledge and socio-economic conditions of First Nations communities gleaned from living and working in First Nations communities;
- Demonstrated interpersonal and cross-cultural skills to work in a First Nations environment;
- Demonstrated organizational, logic and analytical, oral and written, interpersonal and presentation skills;
- Demonstrated ability to condense numerous pieces of information into a concise, relevant and usable document;
- General experience with financial management systems;

- Ability to deal with highly confidential and sensitive matters;
- Ability to work independently and as a member of a team of professionals.
- Computer proficiency with an ability or willingness to train in a variety of program;
- Must have a valid driver's license and reliable transportation;
- Must provide a satisfactory clearance of criminal record and child abuse registry checks.

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. Wednesday, October 13, 2021** 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.