

CAREER DEVELOPMENT FACILITATOR

AUTHORITY

The Career Development facilitator works under the supervisory function of the Director of Language and Culture.

PURPOSE

The Career Development facilitator is responsible for coordinating all aspects of career development K to 12 for Manitoba First Nations schools with particular emphasis on early years. The Career Development facilitator will provide an interdisciplinary approach to career development and ensure an effective delivery system that links early years career education to middle and senior years.

SPECIFIC RESPONSIBILITIES

- Support First Nations schools with career development planning and programming to meet the needs of students, schools and broader community members;
- Assists in implementing K-12 career development curriculum for First Nations schools;
- Assist teachers to implement career development exploration in the early years;
- Understand current labour market information and trends within the First Nations geographic region and the Manitoba context;
- Leads, coordinates, organizes and facilitates professional learning opportunities for teachers in the area of instruction, curriculum and assessment related to career development;
- Remains up to date on current career development practices and emerging trends;
- Liaisons 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 community resources and professionals to on reserve to promote various careers;
- Liaison with Manitoba Education and Training consultants on various career development programs and tools being used throughout the province;
- Other duties as assigned.

QUALIFICATIONS

Education and 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;
- Ability to relate to and communicate well with others;
- Ability to deal with highly confidential and sensitive matters;
- Respect the philosophy that the answers are within First Nations, each First Nations is distinct, as well as, recognize the importance of First Nations languages and cultures;
- Proficiency with Microsoft 365 applications;
- Strong time management skills and the ability to work under pressure;
- Ability to manage and prioritize multiple tasks and meet all deadlines;
- Professional behaviours that personify a strong work ethic;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to speak a First Nations Languages would be considered an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid Class 5 Driver's License;
- Flexibility for occasional travel to MFNERC-member schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector 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. Monday, July 11, 2022** :

Human Resources

**Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. 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

Posted: June 27, 2022