

MANITOBA ABORIGINAL LANGUAGES STRATEGY COORDINATOR

Authority

The Manitoba Aboriginal Languages Strategy (MALS) Coordinator works under the supervisory function of the Languages and Cultures Coordination Team.

Purpose

The MALS Coordinator will work under the direction of the Assistant Director for Languages and Culture and the MALS Lead partners to coordinate, strategize and manage various Indigenous languages initiatives, utilizing their knowledge base, interpersonal, management and organizational skills to ensure they are carried out effectively and within organizational guidelines in collaboration with team members and the assistance of administrative support.

Specific Responsibilities

- Meet with the Manitoba Aboriginal Languages Strategy (MALS) lead partners on an ongoing basis to discuss the coordination and status of the proposed work plan activities;
- Participation in the provincial MALS partnership, and ensure updated research, resources, teaching models and learning strategies are shared with appropriate institutions, schools and communities, while coordinating potential supports and/or partnerships;
- Effectively manage scheduling, calendars, and meetings, while demonstrating a strong knowledge of various computer programs as well as the preparation and distribution of minutes, agendas, reports, budgets and other important documents;
- Strategize, manage and provide administrative support to each individual working group and their leads to ensure efficient deliverables, while coordinating between them to deliver on action initiatives and identify overlap and opportunities for collaboration;
- Organize professional development for interested schools, who are currently providing language programs, this may include language immersion programming;
- Compile resources and review additional resources including annotated bibliographies, audio-recordings of Elders' stories and experiences, materials, and other documentation to be reviewed, adapted and/or developed by the working groups to share;
- Utilize effective verbal and written communication skills and processes to work closely with team members, managers, and contractors, while mitigating issues as they occur;
- Manage daily activities and needs, while demonstrating excellent ability to multi-task and effectively manage your time;
- Development of graphics, social media and website content;
- Other duties as assigned.

Qualifications

Education & Experience:

- Completion of a recognized post-secondary degree;
- A Diploma in Office/Business Administration with at least three (3) or more years of related work experience;
- Knowledge of a variety of computer programs such as Microsoft Publishing and Adobe Acrobat;
- Proficient in Microsoft Office software applications; knowledge and experience in research methods;
- Completion towards a post-graduate degree is considered an asset;
- Knowledge of Indigenous languages and cross-cultural skills to work in and with Indigenous communities;
- Excellent verbal and written communication skills;
- Excellent time management and organizational skills;
- Proven strength in collaboration and relationship management with capacity to collaborate with multiple and diverse stakeholders;
- Ability to manage an independent work environment; to work independently and cooperatively in an interdisciplinary team of professionals;
- Strong attention to detail, organizational abilities and time-management skills;
- Computer and data entry;
- Strong problem solving abilities and critical thinking;
- Scheduling and coordination;
- Social media management.

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. on Wednesday, September 21, 2022** to:

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: September 7, 2022