

IMAGINATION LIBRARY PROJECT COORDINATOR

Authority

The Imagination Library Project Coordinator works under the supervisory function of the Executive Director of MFNERC and in conjunction with the MFNERC Early Years team.

Purpose

The Imagination Library Program will increase the number of books and engage children in positive ways. The Imagination Library Project Coordinator will oversee the Imagination Library Program in 34 selected communities under MFNERC jurisdiction. The Imagination Library Project Coordinator will work directly with First Nations and local agencies in creating partnerships and securing a local registration team to ensure all eligible children are registered in a timely manner.

Specific Responsibilities

1. Confirm the current registration rates in all communities and also confirm who is the registration clerk or potential registration team for all communities, will involve some training on the local database and the Book Order System;
2. Contact all local agencies (Health Centre; Schools; Daycare; Head Starts, Nursing Station; CFS agencies; Jordan's Principle Centre; Band Office; Radio stations, etc.) in each community to reintroduce the program at the local level;
3. Plan official Imagination Library kick off launches & activities with each First Nation that would like to host and celebrate the program being replicated;
4. Meet with local Nursery/Kindergarten teachers in each community to discuss the program and the MFNERC's vision of preparing future students to come to school prepared and ready to learn;
5. Develop an informal strategy to determine the success rate of the children coming to school with some literacy and learning skills;
6. Create and develop a promotion plan to include posters, bookmarks and other resources to distribute to all First Nations to ensure there is a vast awareness of the Imagination Program;
7. Research and determine how many children graduated from the First Nations and how many books have been delivered to each First Nation;
8. Provide one-day Parent/Caregiver & Literacy sessions on the benefits of the Imagination Library Program. This will ensure that parent/caregivers have a better/enhanced understanding of the book delivery program;

9. Develop partnerships to ensure there is consistent fund-raising opportunities to assist in the costs of being a lead sponsorship for 34 communities. This will include proposal writing, making presentations and seeking prospects on a consistent basis;
10. Other duties as assigned.

Qualifications

Education & Experience

- Bachelor's Degree, Education or Social Work or related field, or equivalent experience;
 - Must have some familiarity with the Dollywood Imagination Library Program and how it is managed including the Book Order System and database entry;
 - A minimum of five years of communications working in the Early Years field;
 - Experience with proposal writing and grant seeking opportunities;
 - Experience with applicable government codes and standards;
 - Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
 - Excellent verbal and written communication skills in technical and plain language writing;
 - Demonstrated commitment to high-quality work;
 - Well organized with attention to detail and follow-through;
 - Ability to work independently and cooperatively in an interdisciplinary team of professionals;
 - Experience working with First Nations in the field of education would be preferred;
 - Knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First Nation communities;
 - Fluency in a First Nations language is considered an asset;
 - Valid Class 5 Driver's License;
 - Flexible to travel occasionally 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. on September 15, 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

Date Posted: September 1, 2022