



Keewatin Tribal Council

Employment Opportunity Youth Regional Coordinator (Term Position) Winnipeg Sub Office

POSITION STATEMENT

Under the Supervision of the Manitoba First Nations SchoolNet Program Manager, the Regional Coordinator will facilitate and coordinate the placement and development of youth interns in 48 First Nations and their schools throughout Manitoba

ROLES AND RESPONSIBILITIES

The Regional Coordinator will be responsible for:

- Act as a resource liaison for First Nations SchoolNet for the assigned region. This may also entail attendance at youth interviews or schedule site visits to help achieve and ensure program goals;
- Ensure support is available for the hiring and supervising interns with school youth supervisors;
- Assist with organizing and facilitating training sessions for youth interns including travel arrangements, hotel bookings & ensuring all resources required are available;
- Provide program direction to youth interns with the host school youth supervisors assisting with payroll processing, reporting, expense claims and/or any other term requirements;
- Assist in the development of guides, handbooks, and other materials for publishing as required;
- Assist with the development of work plans along with youth interns and host school supervisors;
- Participate in regular teleconferences, Zoom, and MS Teams meetings with youth and supervisors;
- Provide effective ongoing liaison within region to the program office, schools, youth supervisors and youth interns;
- Ensure the collection of data and reports is accurate and complete submission reports on time;
- Ensure that ongoing site training sessions for students and educators occurs in a timely manner;
- Assist with all aspects of individual regional office management & administrative duties.
- To provide orientation and information to the KTC Caucus on the role of KIM and its' governance model;

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- First nations youth between the ages of 18 – 30 years old
- High school diploma required; post-secondary education is preferred;
- Ability to communicate in the (Cree / Dene) language is an asset;
- Ability to work independently and take initiative;
- Excellent verbal and written communication skills, with maturity and poise to interact with executives at the highest levels of government, business, and academia;
- Experience in management and supervision;
- Experience in data collection methods & group facilitation;
- Knowledge of most updated Microsoft Office applications required;
- Strong organizational skills with great attention to detail and the ability to set priorities;
- Must be willing to travel on short notice to remote fly-in communities;
- A valid Class 5 Driver's license required;
- Criminal Record Check, Vulnerable Sector Checks; and Child Abuse Registry Check.

A written application with detailed resume, including at least two (2) references with written permission to contact the references and your latest immediate supervisor should be submitted to:

Chris Bignell, Winnipeg Sub-Office Manager
301-1440 Jack Blick Avenue
Winnipeg MB R3G 0L4
Email: cbignell@ktc.ca Tel: 431-222-2005

Closing Date: Friday, August 11, 2024

Applications will be accepted until 4:00 PM, Friday, August 11, 2024. We would like to thank those that apply for the position but only those being considered for an interview will be contacted.