

CONTRACT OPPORTUNITY

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| DEPARTMENT: | ADMINISTRATION |
| TITLE: | MALS COORDINATOR |
| LOCATION: | 2-1100 WAVERLEY STREET, WINNIPEG, MANITOBA |
| TERM: | 1 YEAR |
| POSITION: | APRIL 1 2022-MARCH 31, 2023 |

JOB SUMMARY:

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.

DUTIES AND 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
- Demonstrate strong organizational skills and be willing to accept guidance, feedback and encouragement for achieving goals
- Manage daily activities and needs, while demonstrating excellent ability to multitask and effectively manage your time.
- Development of graphics, social media and website content
- Other duties as assigned

REQUIRED SKILLS

Knowledge of Indigenous languages and cross-cultural skills to work in and with Indigenous communities

Excellent Verbal and Written Communication skills

Organization and Management Skills

Computer and data entry

Problem solving and critical thinking

Scheduling and coordination

Social Media Management

PERSONAL

Interest in Indigenous language revitalization

Appreciation and respect for Indigenous knowledge, particularly Elder participation

Ability to travel, if required

HOW TO APPLY:

Submit your resume with cover letter demonstrating your experience, interest in Indigenous language revitalization and appropriate skills that make you a successful candidate, only those who are selected for an interview will be contacted.

Send to Human Resources department via email employment@mfnerc.com with the subject line **“Application for MALS Coordinator”**

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.