



Ka Ni Kanichihk Inc.
Employment Opportunities – Full Time (40 hours/week)
Instructor, Executive Assistant program

Ka Ni Kanichihk Inc. is a nonprofit, community based, Indigenous led organization that provides Indigenous identified programs and services that focus on the wholeness, wellness and that builds on the strengths and resilience of Indigenous People.

Our Ideal Candidate

Must be someone committed to the strengths and values of Indigenous knowledge, cultural reclamation, and able to imbed traditional ways of being into their practice. You are supportive to Ka Ni Kanichihk's values and beliefs.

About the role

Do you want to teach adults who genuinely want to be in your classroom? Want to make a real difference in someone's life? If so, join our team as an Adult Instructor in our *Executive Assistant* training program. The Instructor of the *Executive Assistant* training program is responsible for providing community based in-class instruction that prepares adult learners for a career in the Executive Administrative field. Your goal will be to provide adult learners with the right environment to learn, and feel supported. This means coaching and motivating learners in a way that assists them in overcoming any barriers.

What We Need

Someone who can deliver lesson plans and activities according to a developed curriculum, and but knows when to fine tune along the way. You should know how to assess learning styles in the classroom and mix it up using lectures, labs, land based, and other creative methods to help your learners learn and thrive. You have experience evaluating student performance, marking and grading, and revising curriculum if necessary to adapt material to your student's learning needs. You understand how to manage the learner's academic progress and problem solve, while providing feedback in a diplomatic and timely fashion. You are up-to-date on technology and media.

We need someone who is resourceful, flexible, and adaptable to changes as they occur in the moment. You have excellent conflict resolution and mediation skills. You have the ability to assess the needs of individuals, including emotional, personal, and physical and you have the capacity to provide additional support to assist students in achieving goals and helping them to break down barriers. You are willing to participate in organizational business including staff and community events. You are also willing to lend a hand and provide program support as needed.

What You Bring

The successful candidate will possess both a post-secondary credential in business administration/accounting or a related field and relevant practical experience working with adults. Preference will be given to individuals with experience in a teaching or training capacity in adult education. A certificate in Adult Education is an asset, and a Provincial teaching certificate is a bonus but not required.

- Minimum of 2 years' experience in teaching experience, preferably in a vocational college setting or similar
- Must have strong knowledge and demonstrated experience with Microsoft Office: Access, Word, Excel, Acrobat Adobe
- Must have strong knowledge of basic Accounting principles
- Demonstrated knowledge of PowerPoint and Outlook. You must be able to create and instruct lessons using these applications
- Knowledge and ability to teach and to instruct in a variety of business areas
- Dependable, punctual, approachable, adaptable and flexible
- Demonstrated commitment to the strengths and values of Indigenous knowledge, cultural reclamation and traditional practices

Here's a sample of the many benefits Ka Ni Kanichihk employees enjoy:

Comprehensive Benefits including Health and Dental • Long-Term Disability • Life Insurance • Employer Contributed RRSP • Employee and Family Assistance • Training and Development opportunities • Free on-site parking • Employee appreciation events •

Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Check, a valid driver's license, access to a vehicle, and a driver's abstract.

To Apply

Only those applicants selected for an interview will be contacted. Ka Ni Kanichihk is committed to achieving employment equity; therefore candidates are encouraged to indicate in their covering letter if they are of Indigenous ancestry.



Please send the following in on attachment: **Resume, Cover Letter**, and **three** supervisor related references to:

Fiorina Pasquarelli
Human Resources Administrator
Ka Ni Kanichihk Inc.
455 McDermot Ave.
Winnipeg, Manitoba R3A 0B6
E-mail: fpasquarelli@kanikanichihk.ca

A review of applications will begin immediately with a closing date of October 26, 2018, or as soon as position is filled.

Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.