



**Ka Ni Kanichihk Inc.**  
**Employment Opportunity, Full-time Position (40 hours per week)**  
**Honouring Gifts Program- Essential Skills Facilitator**

**About the Role**

Directly accountable to the Education Team Lead, the Essential Skills Facilitator offers Indigenous-led and culturally-based pre-employment skills and training to Indigenous women aged 18-30.

The Essential Skills Facilitator is responsible for the delivery of the Honouring Gifts Essential Skills program. This role coordinates the day-to-day operation and management of classroom delivery, lesson planning, student support, and the design and delivery of essential skills training.

The ideal candidate is both flexible and responsive to learner needs, making necessary adjustments using culturally appropriate instructional methodologies, materials, and resources to:

- Deliver the Essential Skills curriculum, and facilitate individualized and group essential skills instruction.
- Maintain comprehensive and detailed participant document files, and create and submit monthly, quarterly and final reports.
- Provide ongoing life skills, employment training, and personal supports.
- Support students in sustaining work practicum placements.
- Develop and maintain a positive, safe, supportive learning environment.
- Demonstrate strong leadership, mentorship, and support to students.
- Provide support to the Education Team as needed.

**What You Bring**

The ideal candidate is a highly-motivated individual who meets the following essential requirements:

- Certification in Adult Education or Essential Skill instruction and previous experience working in a community-based organization;
- A degree in Education, or a relevant field of study is an asset;
- Minimum of 3 years' experience working in a classroom or instructor setting;
- Demonstrated understanding of coordination and program management;
- Ability to implement and alter lesson plans and activities according to a developed curriculum;
- Strong understanding of different learning styles, and the ability to deliver lessons to meet student needs;
- Demonstrated ability to deliver lectures, facilitate hands-on learning, land-based learning, and other creative methods to help transfer knowledge to students;
- Demonstrated cultural competence and commitment to cultural reclamation;



- Understanding of Indigenous economic, cultural, and political environments;
- Excellent interpersonal communication and team building skills;
- Ability to manage multiple projects and tasks under tight deadlines;
- Demonstrated commitment to the strengths and values of Indigenous knowledge, the rights of Indigenous people, cultural reclamation, and traditional practices.

Candidates are required to provide a recent (within the past 6 months) Criminal Record Check and Child Abuse Registry Check prior to starting this position.

The successful candidate requires a valid full Class 5 driver's license with access to a reliable vehicle and a clear driver's abstract.

### **What We Offer**

Ka Ni Kanichihk is a progressive, holistic organization that is invested in employee wellness. We are proud to offer:

- Competitive compensation and benefits
- Pension program
- Possibility of some remote work during COVID-19 crisis
- Free on-site parking
- Casual dress
- Employee training & development

### **To Apply**

Applicants are asked to submit a cover letter and resume, detailing how you meet the requirements of this position and your wage expectations. Applications will be received up to September 15, 2020 at 4:30 pm.

Ka Ni Kanichihk remains committed to achieving employment equity; candidates are encouraged to self-declare in their cover letter if they are of Indigenous ancestry.

Please forward your cover letter and resume to:

Human Resource Administrator  
Ka Ni Kanichihk Inc.  
455 McDermot Ave.  
Winnipeg, MB R3A 0B5  
Email: [HR@kanikanichihk.ca](mailto:HR@kanikanichihk.ca)

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