



Ka Ni Kanichihk Inc.
Project Based Employment Opportunities
Program Coordinator – The Butterfly Club
Full-time Position (40 hours per week)

Ka Ni Kanichihk Inc. is a nonprofit, community based, Indigenous led human services organization that provides a range of 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

Ka Ni Kanichihk Inc. requires an innovative, motivated and engaged Coordinator for The Butterfly Club to be a positive role model and support Indigenous girls and two-spirit youth, 9-13 years of age, in academic, cultural, and leadership development activities. The program - focusing on Indigenous cultural reclamation, environmental stewardship, self-development, leadership, and community involvement - provides youth an opportunity to develop self-confidence, a sense of belonging, protective factors, and involvement in things they may otherwise not have access to. The Coordinator must be prepared to work 40 hours a week with flexible hours including two evenings a week, and one weekend a month.

The Coordinator is responsible for managing the program implementation and evaluation related to objectives and budget; supervising staff and youth; preparing internal and comprehensive reports as per program requirements; and seeking additional sources of funding.

What You Bring

- Relevant post-secondary education, or combination of education and experiences
- At least three (3) years' experience in successful event/program creation, planning, coordination, recruitment, youth engagement, and facilitating groups
- At least three (3) years' experience working with Indigenous youth
- Experience in supervising and managing staff, demonstrating leadership skills
- Experience maintaining budgets, writing reports and applying for funding
- Knowledge of and committed to addressing issues that Indigenous girls and two-spirit youth and adults experience
- Knowledge, identification and assessment of risk and protective factors
- A high degree of resourcefulness, flexibility and adaptability
- Excellent organizational, time management, and classroom management skills
- Strong morals and ethics, along with a commitment to staff and participant privacy
- Commitment to cultural reclamation practice
- Experience with online platforms for programming communications
- High expectation with the Ability to speak in Indigenous Languages

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 •

To Apply

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.

Candidates are required to provide a current (within the past 6 months) Criminal Record Check, Child Abuse Registry Check, a valid driver's license, access to a vehicle, and a driver's abstract prior to starting this position.

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

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

A review of applications will begin immediately with a closing date of May 22, 2019.

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