



Ka Ni Kanichihk Inc.
Full-time Employment Opportunity (40 hours/week)
Team Lead – Education & Training

About the Role

Directly accountable to the Director of Programs and Services, the Team Lead works closely with the Education & Training team.

The Team Lead is responsible for the management, administration and coordination of 2 Education and Training programs: Honouring Gifts and Social Innovation & Community Development programs. Ka Ni Kanichihk aims to create an environment focused on supporting and meeting the needs of our department and students, while maintaining high academic standards.

The Team Lead provides staff supervision, student support, general administrative support, educational management, as well as assistance and coordination of academic courses. The Team Lead will train new staff, oversee the on-boarding process and work with staff to implement programming, verify accuracy and troubleshoot problems. They will also ensure staff are meeting deliverables, utilizing work plans and schedules, and will be responsible for recruitment, orientation, and performance management. The Team Lead will ensure traditional ways of being are imbedded into the design, development and delivery of programs.

The Team Lead also provides course management assistance, direction and supervision to Instructors and the staff team and works with the accreditation body to maintain and update program courses and syllabus. In addition, must oversee program budgets and cash flows, as well as ensure program review, monitor, and evaluations. Where required the Team Lead will also contribute to the assistance of development and performance of additional projects both within the department or organizationally.

What You Bring

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

- Relevant post-secondary education (degree or diploma) related to Social Science or Education.
- Demonstrated expertise in the field of instruction an asset. An acceptable combination of education and experience may also be considered.
- Additional courses in teaching or a provincial teaching certificate may be required
- Experience in supervising a team, program coordination, implementation, monitoring and evaluation of all program related objectives/deliverables
- Effective attention to detail and a high degree of accuracy
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies
- High level of proficiency with Microsoft Office productivity suite, in particular Excel and Word
- Knowledge and experience with office equipment such as photocopiers, telephone systems, email and fax machines
- Knowledge of Winnipeg's Indigenous Community
- Demonstrated commitment to the strengths and values of Indigenous knowledge, the rights of Indigenous people, cultural reclamation, and traditional practices



What We Offer

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

- Competitive compensation & benefits
- Employer contributed pension program
- Free on-site parking
- Casual dress
- Employee training & development

Wage: \$24 - \$26.40/hour

To Apply

Applicants are asked to submit a cover letter and resume, detailing how you meet the requirements of this posting. Applications will be received up to December 29 at 4:30 pm.

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.

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

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