



# *Manitoba Keewatinowí Okimakanak Inc.*

**Head Office**  
Nisichawayasihk Cree Nation  
Nelson House, Manitoba  
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**Thompson Sub-Office**  
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Thompson, Manitoba  
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**Winnipeg Sub-Office**  
102-1700 Ellice Avenue  
Winnipeg, Manitoba  
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## **Employment Opportunity – Thompson Sub-Office ISETS Youth Coordinator (Term Position, March 31, 2022)**

The Youth Coordinator will be an employee of Manitoba Keewatinowí Okimakanak Inc. (MKO) as part of the MKO Indigenous Skills, Employment & Training (ISETS) program that is designed to help Indigenous people improve their skills and find employment. The Youth Coordinator will help bring focus to the 18-30 year old age groups and act as a liaison to youth mentors/leaders/workers in the MKO communities.

### **Duties and Responsibilities:**

- Connect with MKO communities youth and build communication/relationship with them, share ideas, help advocate for what they are trying to achieve
- Work with ISETS team to help develop youth ideas and bring them to fruition
- Learn and identify ways the ISETS program can reach more 18-30 age groups using social media, create and promote online
- Create and conduct surveys to 18-30 age groups to improve training and jobs in their community
- Contact non-profit organizations and review their websites to see what programs and initiatives are available to engage youth
- Research recreation & wellness provincially and nationally for youth and share to ISETS team, sub agreement holders and MKO community youth contacts
- Review prior year database statistics on interventions on 18-30 age groups and identify activities and make recommendations to sub agreement holders
- Identify training solutions using the Employee & Training program
- Create email group and distribute information to all parties
- Stay informed with funding/proposals for youth related projects/activities and share with the ISETS team and communities
- Highlight proposal application process, funding terms and conditions and deadlines to ISETS and sub agreement holders
- Support and volunteer all MKO initiatives
- Other related duties as assigned

Interested applicants please submit a cover letter, resume and three references by 4:00pm on July 16, 2021 to:

Dorothy Smith  
Email: [dorothy.smith@mkonorth.com](mailto:dorothy.smith@mkonorth.com)  
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We thank all applicants, only those selected for an interview will be contacted.