



# *Manitoba Keewatinowî 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**  
Suite 102-1700 Ellice Avenue  
Winnipeg, Manitoba  
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## **EMPLOYMENT OPPORTUNITY ISETS PROGRAM COORDINATOR, Thompson MKO Office Full-Time Position Reporting to the Program Manager**

Manitoba Keewatinowî Okimakanak Inc. is seeking a highly motivated individual that will perform the functions of Indigenous Skills & Employment Training Strategy (ISETS) Program Coordinator.

### **As the direct community contact, you will:**

- Have training in Business Administration or similar, plus minimum two years related experience or equivalent combination of education and experience;
- Have experience working directly with First Nations and/or Northern communities;
- Be computer literate and have working knowledge of MS Office (Word, Excel, Outlook);
- Have experience in analyzing and reconciling monthly, quarterly, or annual financial reports with the ability to read general ledgers from various accounting software;
- Have knowledge and/or experience with identifying and providing recommendations in the areas of training and employment for First Nations;
- Possess strong written and verbal communication skills and ability to communicate effectively with community officials and program partners;
- Be highly self-motivated with the flexibility to adapt for changing roles and responsibilities in response to community and program needs;
- Have excellent multi-tasking skills with the ability to effectively organize work priorities;
- Be able to set and meet targets and deadlines in coordination with the community;
- Have experience reading and applying terms from agreements and policy manuals;
- Be able to work productively under own initiative as well as cooperatively within a team;
- Possess conflict resolution and problem-solving skills;
- Be able to assist with proposal and application writing;
- Be approachable and work in a confidential manner;
- Valid Class 5 Drivers license; must be willing to travel to communities;
- Knowledge of the guidelines and reporting requirements of the ISETS Program;
- Ability to speak a First Nation language is an asset;

**Interested candidates are invited to submit in confidence, a cover letter with resume along with two work related references by 4:00pm on Friday, March 5, 2021 to: Dorothy Smith [dorothy.smith@mkonorth.com](mailto:dorothy.smith@mkonorth.com)**

Salary is dependent upon qualifications and experience. A comprehensive benefits package is provided. A complete job description is available upon request. We thank all applicants in advance for their interest in employment with MKO, however, only those selected for an interview will be contacted.