



Manitoba Keewatinow Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY **Program Coordinator** **(Harvester Program)** **Full Time – Winnipeg, MB**

MKO is seeking a Program Coordinator, under the direction of the Harvester Program Manager, the Program Coordinator will be responsible for developing, implementing and overseeing community programs that align with the needs and priorities of the First Nations that we hold agreements with. This role involves coordinating services, managing budgets, engaging with community members, and collaborating with leadership, funders, and partner organizations. The Program Coordinator ensures programs are culturally appropriate, effective and align with all aspects of the agreement

Role and Responsibilities

- It is the Program Coordinators responsibility to monitor, track all aspects of the agreements between MKO and the First Nations.
- Develop, implement, and evaluate programs that support community well-being.
- Organize events, workshops, and training sessions for community members.
- All reports (Quarterly, Mid-year, and year end reports).
- Drafting, preparing gathering of all new agreements.
- Provide updates to the program managers of quarterly report tracker.
- Prepare all financials and provide back up to finance for all quarterly payments.
- Create templates, reporting schedules, provide training and capacity building with the First Nations that struggle with any components of the agreement.
- Point of contact to receive or deliver any information to agreement holders. (Such as outstanding reports, funding opportunities, training initiatives etc).
- Review all quarterly reports, workplan/strategic plans to guide and assist the First Nations to achieving their goals. Research resources and opportunities to achieve goals.
- Assist First Nations with to meet with co-managers or local finance departments to ensure communities are on track and have the necessary support when required.
- All other duties assigned.

Education and Experience

- A Bachelor's degree (Indigenous Studies, Social Work, Public Administration, Education, Community Development, Business Administration. Or relevant experience over formal education.
- Community Engagement: Experience working directly with Indigenous communities, Elders, youth and leadership.
- Program Coordination: Experience in planning, implementing, and evaluating programs, especially within a First Nation.
- Grant Writing & Reporting: Familiarly with securing funding, managing budgets, and preparing reports to funders.
- Knowledge of First Nation Governance: Understanding of Indigenous self-governance, treaty rights, and community structures.
- Collaboration: Working with multiple stakeholders, such as government agencies, First Nation councils, and nonprofits.
- Cultural competency: Knowledge of Indigenous traditions, protocols, and historical contexts (e.g., impact of residential schools, Truth and Reconciliation, etc.).

- Certification in trauma informed care, mental health first aid, or community development.
- Competency in Microsoft applications including Word, Excel, PowerPoint, and Outlook.
- Experience working in Indigenous or Northern Communities.
- Ability to travel and work flexible hours as required.
- Possess a valid Class 5F Manitoba driver's license and have access to a reliable vehicle.
- Produce a satisfactory criminal record, child and adult abuse registry and vulnerable sector checks.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by 4:00 p.m. on February 21, 2025 to:

Human Resources at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinow Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com