



Manitoba Keewatinowi Okimakanak Inc.

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Winnipeg, Manitoba
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Employment Opportunity Program Coordinator Harvester Program Office – Full Time Winnipeg

Manitoba Keewatinowi Okimakanak Inc. (MKO) is seeking a self-starting, highly motivated, experienced individual to provide program coordination of the harvester program, working with the 10 Harvester agreement holders in delivery of programming and services. Under the direction of the Harvester Program Manager, the incumbent will work in an environment focused on the design and delivery of Harvester program.

Duties and Responsibilities:

- Develop and maintain a positive working relationship with community and their leadership.
- Provide guidance and support to the Harvester communities in the development of their cashflow projections and budgets, activity and financial reporting, eligible expenses, and project development.
- Provide opportunities for information sharing, partnership and training opportunities.
- Identify training/capacity building opportunities for the Harvester Communities and deliver in partnership with the communities.
- Provide support and direction to assist in the effective delivery of the Harvester Program
- Provide feedback to the communities on a regular basis, updating the status of their compliance with the Terms and Conditions of the Harvester Agreement.
- Complete reporting forms and provide feedback to the harvester program manager and community upon completion of the report.
- Review and summarize Harvester quarterly reports including financial and activity reports, provide roll up of same to assist in completing the reports,
- Assist in the reviewing, approving and tracking of community advances and expenses.
- Assists in preparing financial reports.
- Identify/provides guidance for applications for funding, proposals and grants as required.

Experience and Qualifications:

- Candidates must have a certificate or diploma in the Business Administration field or an equivalent combination of education and experience
- Reliable and dependable in performing job-related tasks
- Excellent organization skills and the ability to set priorities
- Ability to adapt to a changing routine
- Ability to work independently and as part of a team
- Proficient computer skills including: Microsoft Office, Internet, and E-mail
- Experience using Apple and Windows technology
- Provide a current (within 3 months) Criminal Record Check, including Child Abuse Screening
- A sensitivity and understanding of culture, language and issues relevant to Indigenous communities

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 PM on October 25, 2023 to:

at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowi 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