



Manitoba Keewatinow Okimakanak Inc.

Head Office
Nisichawayasihk Cree Nation
Nelson House, Manitoba
R0B 1A0
www.mkonation.com

Thompson Sub-Office
206-55 Selkirk Avenue
Thompson, Manitoba
R8N 0M5

Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
R3H 0B1

EMPLOYMENT OPPORTUNITY **MMIWG Community Engagement Coordinator** **Full Time Position – Winnipeg, Manitoba**

Under the supervision of the MMIWG Liaison Unit Director, the MMIWG Community Engagement Coordinator will be responsible for engagement with like-minded community organizations, agencies and other stakeholders to build mutual partnerships which benefit and support families and individuals who have been impacted by the issue of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQIA+ people (MMIWG2S+). This includes providing support to survivors of gender-based violence, families of MMIWG and 2SLGBTQIA+ individuals, and communities who have been impacted by MMIWG2S+.

The incumbent understands the historical context of Indigenous peoples in Canada and how it contributes to the widespread impact of trauma, recognizes the signs and symptoms of trauma, understands considerations needed to contribute to wellness, integrates knowledge about trauma into communications and settings, and understands how to implement into daily practice. The incumbent is required to perform duties that are in keeping with cultural and professional protocols while providing healing and wellness support to individuals impacted by MMIWG2S+ and survivors of gender-based violence.

Role and Responsibilities

- Develop and promote positive relationships with community partners and individuals & families impacted by MMIWG2S+.
- Attend community events (in-person and online) as a MKO MMIWG Liaison Unit Representative.
- Proven experience in preparing detailed proposals and grant applications, including researching funding opportunities, drafting persuasive content, and ensuring alignment with funder requirements and organizational objectives.
- Outreach to agencies, organizations, partners and stakeholders to conduct presentations, both in-person and utilizing online platforms. Managing and coordinating invitations and scheduling
- Develop and implement a strategy to support community outreach, record keeping, and client information management.
- Plan, coordinate, and deliver healing, wellness, and other related programming to individuals impacted by MMIWG2S+ and survivors of gender-based violence.
- Develop healing and wellness tools, workshops, and strategies.
- Must be willing to participate in Indigenous cultural practices and protocols related to land-based healing and wellness activities.

Client Contact and Support:

- Initiate, facilitate, and maintain contact with MMIWG2S+ family members and survivors of gender-based violence.
- Coordinate intake procedures and work collaboratively with a multidisciplinary approach within the team and organization.
- Provide general counselling utilizing a strength based, dignified and trauma informed, client centered and barrier-free approach.
- Plan, coordinate, and facilitate in-person meetings with families of MMIWG2S+ and community agencies to ensure families receive comprehensive wraparound supports.
- Attend community events and gatherings in support of MMIWG2S+ family members.
- Support MMIWG2S+ families as work with Victim Services' Family Liaison Contact and Winnipeg Police Service's (WPS) Family Liaison Contact.
- Provide support to MMIWG2S+ families and survivors of gender-based violence during court hearings.

- Document all contacts with designated individuals, other family members, or staff from allied agencies, noting: information provided, assistance offered, referrals, etc.
- Maintain appropriate documentation and keeps detailed notes of client interactions, while ensuring the secure handling and storage of confidential documents

Intra/Inter-department and Agency Collaboration and Coordination:

- Create and maintain positive working relationships with agency professionals who are also working with families who have missing or murdered loved ones and survivors of gender-based violence.
- Quickly assess and evaluate complex and challenging issues and communicate information and actions needed in a timely and responsive manner.
- Demonstrate professionalism, tact and diplomacy while representing the MKO MMIWG Liaison Unit in meetings, through written correspondence and other official roles.
- Attend inter-agency meetings as required.
- Attend community events/training as required.

Other Responsibilities:

- Commit to continuous learning on the issue of MMIWG, violence against Indigenous women, girls, and 2SLGBTQQIA+ people, and exploitation and human trafficking, including best practices in supporting impacted families and survivors.
- Perform various office administration duties as required.
- Ability to work overtime and in a variety of outdoor settings.
- Travel to remote/isolated First Nations communities throughout Manitoba, usually at very short notice.
- Maintain strict confidentiality as outlined under The Personal Health Information Act (PHIA) and The Freedom of Information and Protection of Privacy Act (FIPPA).
- Maintain compliancy with governmental Child Abuse Disclosure requirements at all times.
- Engage in educational and training opportunities as needed.
- Participate as an effective team member with all staff in scheduled supervision and staff meetings, remain up to date with current knowledge and skills in pertinent areas, and complete assigned projects and tasks on time.

Education and Experience

- BSW or BA with minimum 3 years for community engagement experience; other certificates/diploma in the Human Service, augmented in the areas of gender-based violence, crisis intervention, individual/group counselling, and community development will be considered.
- Experience working within a harm reduction and dignified trauma informed care organizational structure that involves understanding, recognizing, and responding to the effects of all types of trauma, including intergenerational trauma and the impacts of colonization.
- Understanding of various aspects of holistic wellness, and considers all components relating to a client's wellbeing including emotional, physical, mental, spiritual, and cultural needs.
- Demonstrated decision-making, interviewing, and assessment skills, excellent written and oral communication skills, self-motivation, and the ability to work independently.
- Strong analytical skills including the ability to perform research, and interpret, assess, and synthesize information in a logical manner and use in practice.
- Experience in program evaluation involving a variety of data collection and evaluation methods.
- Advanced organizational and time management skills including the ability to manage multiple priorities while working in a fast-paced environment.
- Strong interpersonal skills, including the ability to build and maintain positive working relationships and work with a variety of people, groups, and organizations.
- Understanding of, or commitment to learning, First Nations traditional healing practices and models of wellness.

- Excellent written communication skills for the purposes of developing background information, presentations, workshops and training materials, report writing, and other related materials.
- Proficiency in Microsoft Office software and Internet research tools.
- Ability to comply with all MKO policies and procedures
- Must possess a valid driver's license and be willing to travel.
- Must be able to obtain a satisfactory Criminal Record Check (including Vulnerable Sector Search), a satisfactory Child Abuse Registry Check and a satisfactory Adult Abuse Registry Check upon hiring.

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 **April 14, 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 Keewatinowik 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