



JOB POSTING

DEPARTMENT:	ADMINISTRATION
TITLE:	PROGRAM COORDINATOR
LOCATION:	119 SUTHERLAND AVENUE, WINNIPEG, MANITOBA
POSITION:	FULL-TIME (40 HRS/WEEK)

JOB SUMMARY:

The Program Coordinator will work under the direction of the Executive Director to develop, coordinate and implement various Indigenous language programs, projects and events, utilizing their knowledge base, interpersonal, management and organizational skills to deliver them effectively and within organizational guidelines in collaboration with team members and the assistance of administrative support.

DUTIES AND RESPONSIBILITIES:

- Coordinate, and manage the organizations ongoing and future programs.
- Conducting research for grants and additional financial supports to utilize for the language programming.
- Work collaboratively within partnerships in program development and implementation.
- Work with team members to develop and plan ILMB events.
- Utilize effective verbal and written communication skills to work closely with team members, managers, and contractors, while effectively navigating issues as they occur.
- Community outreach with the intent to build and maintain relationships.
- Promotion of the organization through social media, media and marketing.
- Work collaboratively with team members to develop promotional materials.
- Demonstrate strong leadership skills and be able to provide guidance, feedback and encouragement for achieving goals.
- Manage daily activities and needs, while demonstrating excellent ability to multitask and effectively manage your time.

July 24, 2023

- Complete reports, budgets and other important documents successfully utilizing multiple databases for the organization in a timely manner.
- Effectively manage ongoing and new projects, working through significant to minor problems without assistance.
- Maintaining a positive attitude, navigating stress of unexpected challenges and maintaining good relationships with clients and team members.

REQUIRED SKILLS

Knowledge of Indigenous languages, speaking an Indigenous language an asset
Excellent verbal and written communication skills
Organization and management skills
Demonstration of leadership
Proficient in social media targeting and communication
Computer and data entry
Problem-solving and critical thinking

HOW TO APPLY:

Submit your resume with cover letter demonstrating your experience, interest in Indigenous language revitalization and appropriate skills that make you a successful candidate.

Send to Administration department via email info@ilmb.org by August 7, 2023, with the subject line **“Application for Program Coordinator”**