



Manitoba Indigenous Cultural Education Centre Inc.

Employment Opportunity

Community Connection Program Assistant – Summer Job

The Manitoba Indigenous Cultural Education Centre Inc. (MICEC) is a provincial, non-profit educational organization that promotes awareness and understanding of Indigenous cultures.

Position Summary

MICEC is seeking a qualified youth to assist with the Community Connection Program and to support the work of the Program Coordinator. During the summer months, the program will provide online learning opportunities to children, youth and families that involve cultural teachings, arts and crafts, language, and literacy. This is a full time summer term position for 14 weeks starting on May 10, 2021. Regular office hours are Monday to Friday from 8:30 am to 4:30 pm with occasional evenings and weekends.

Primary Duties and Responsibilities

- Create and distribute the summer events calendar, schedule online events and activities
- Assist with program planning and delivery of the Community Connection Program

Other Duties

- Answer general inquiries using a courteous and professional manner
- Assist with other MICEC programs, services, and events upon request

Essential Qualifications

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada
- Have knowledge of or interest in program development and delivery

Preferred Qualifications

- Relevant prior work experience and/or education is an asset
- Excellent communication skills
- Excellent time-management skills including the ability to follow a work plan and prioritize tasks.
- Demonstrated ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Experience with social media and online platforms (i.e. MS Teams, Zoom, Facebook, Tik Tok).
- Experience in working with groups of various sizes and ages
- Knowledge of Indigenous history and culture
- Knowledge of an Indigenous language is an asset

How to Apply:

If you are interested in applying for this position, please submit your resume and cover letter by **May 5, 2021** to Anna Parenteau, Office Manager via:

Email: anna@micec.com; Please include “CCP Assistant Summer Job Application” in the subject line.

By mail: Manitoba Indigenous Cultural Education Centre Inc.
119 Sutherland Avenue, Winnipeg MB R2W 3C9

*Thank you for your interest
Please note that only qualified applicants will be contacted for an interview*