



Manitoba Indigenous Cultural Education Centre Inc.

Employment Opportunity

Programs Assistant – Summer Student

The Manitoba Indigenous Cultural Education Centre Inc. (MICEC) is the largest cultural education centre in Manitoba and a provincial, not-for-profit organization which promotes awareness and understanding of Indigenous cultures, languages and peoples to anyone interested.

Position Summary

MICEC is seeking a qualified youth to assist with community educational programs and to support the work of MICEC including the Heritage Collection and Peoples Library. This will include supporting the administrative team with answering phone inquiries and reception duties, receiving and processing orders and supporting the education team with online learning opportunities. Do you have experience teaching children, youth and families that involve cultural teachings, arts and crafts, and Indigenous languages learning? This is a full-time summer term position for 10 weeks starting on June 20, 2022. Regular office hours are Monday to Friday from 8:30 am to 4:30 pm with occasional evenings and weekends.

Duties and Responsibilities

- Provide basic Library reference services, such as answering questions and demonstrating the routine use of the public catalogue and other finding aids.
- Create and distribute the summer events calendar, schedule online events and activities
- Liaise with Knowledge Keepers, Elders, language teachers and learners
- Deliver and/or assist with educational programming (cultural teachings, arts and crafts, and/or Indigenous languages learning)
- Assist with program planning and delivery of the Community Connection Program
- Promote MICEC programs to targeted groups and to the general public
- Answer general phone 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 Indigenous cultures, Indigenous traditional or contemporary skills, Indigenous languages and/or 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

How to Apply:

If you are interested in applying for this position, please submit your resume and cover letter by

May 15, 2021 to Linda Anderson, Office Manager via email to linda@micec.com; Please include “Programs Assistant Summer Job Application” in the subject line.

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