



Ka Ni Kanichihk Inc.
Team Lead – Education and Training Dept.
Full-time Position (40 hours/week)

Ka Ni Kanichihk Inc. is a nonprofit, community based, Indigenous led organization that provides Indigenous identified programs and services that focus on the wholeness, wellness and that builds on the strengths and resilience of Indigenous People.

Our Ideal Candidate

Must be someone committed to the strengths and values of Indigenous knowledge, cultural reclamation, and able to embed traditional ways of being into their practice. You are supportive to Ka Ni Kanichihk's values and beliefs.

What We Need

Ka Ni Kanichihk requires a Team Lead for the management, administration and coordination of two (2) Education and Training programs, Honouring Gifts and Business Administrative Assistant/Business Executive Assistant programs. Ka Ni Kanichihk aims to create an environment focused on supporting and meeting the needs of our department and students, while maintaining high academic standards.

The Team Lead provides outstanding staff supervision, student support, general administrative support, educational management, as well as assistance and coordination of academic courses. They will need to analyze and resolve complex requests and issues. Will train new staff, oversee the on-boarding process and work with staff to implement programming, verify accuracy and troubleshoot problems. Will ensure staff are meeting deliverables, utilizing work plans and schedules, and is responsible for recruitment, orientation, performance management. Team Lead will ensure traditional ways of being are embedded into the design, development and delivery of programs.

The Team Lead provides course management assistance, direction and supervision to Instructors and the staff team and works with the accreditation body to maintain and update program courses and syllabus. In addition, must oversee program budgets and cash flows, as well as ensure program review, monitor, and evaluations. Where required the Team Lead will also contribute to the assistance of development and performance of additional projects both within the department or organizationally.

What You Bring

- Relevant post-secondary education (degree or diploma) related to Social Science or Education.
- Demonstrated expertise in the field of instruction an asset. An acceptable combination of education and experience may also be considered.
- Additional courses in teaching or a provincial teaching certificate may be required.
- Experience in supervising a team, program coordination, implementation, monitoring and evaluation of all program related objectives/deliverables
- Effective attention to detail and a high degree of accuracy.
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies.
- High level of proficiency with Microsoft Office productivity suite in particular Excel and Word
- Knowledge and experience with office equipment such as photocopiers, telephone systems, email and fax machines.
- Knowledge of Winnipeg Indigenous Community.

Candidates are required to provide a current (*must be within 6 months*) Criminal Record Check, Child Abuse Registry Check, a valid driver's license, access to a vehicle, and a driver's abstract.

Here's a sample of the many benefits Ka Ni Kanichihk employees enjoy:

Comprehensive Benefits including Health and Dental • Long-Term Disability • Life Insurance • Employer Contributed RRSP • Employee and Family Assistance • Training and Development opportunities • Free on-site parking
• Employee appreciation events •

The posting will remain open until **July 23, 2018**. Ka Ni Kanichihk is committed to achieving employment equity, therefore **encourage Indigenous persons to apply**; please self-declare within your cover letter.

Please forward both a **cover letter** and **resume** and three work related references to:

Fiorina Pasquarelli
Human Resource Administrator
Ka Ni Kanichihk Inc.
455 McDermot Ave.
Winnipeg, MB R3A 0B5
Fax # (204)953-5824
Email: fpasquarelli@kanikanichihk.ca

Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.