



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Facilitator – Lead Manitoba 1 & 2 Courses

Community Development
Casual Term (January 2027 – April 2027)
Comp #43-26/27
Salary: \$67,144 to \$105,334 annually (\$35.62 to \$55.88 hourly)
Classification: Instructor

Facilitators may be contracted to deliver these courses across Manitoba, including regional offerings in:

- **Brandon**
- **Dauphin**
- **Ritchot/St. Adolphe**
- **Thompson**
- **Other locations as required**

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

The Lead Manitoba courses are designed to strengthen municipal leadership capacity throughout Manitoba by providing practical, relevant, and engaging learning opportunities for elected officials, municipal administrators, and community leaders.

We are seeking experienced facilitators interested in delivering these courses throughout Manitoba. Facilitators will be engaged on a contract basis to deliver courses. As a Facilitator for the Lead Manitoba course(s), you will play a key role in supporting municipal leaders through engaging, applied, and learner-focused professional development experiences. Facilitators will work collaboratively with the team to deliver high-quality programming that reflects current municipal practices, governance principles, and leadership challenges. These courses may be delivered in-person, virtually, or in hybrid formats.

We are seeking facilitators for the following topics:

- Governance roles and boundaries
- Council and CAO relationships
- Legislative compliance and municipal law
- Ethical leadership and accountability
- Conflict management and team effectiveness
- Decision-making and governance discipline
- Public communication and trust-building
- Political acumen and leadership effectiveness
- Community engagement and representation

These courses emphasize practical application rather than lecture-based instruction. Facilitators will guide participants through simulations, case studies, role-playing exercises, governance scenarios, and collaborative problem-solving activities that reflect real municipal challenges.

Key Responsibilities:

- ▶ Facilitate engaging learning experiences.
- ▶ Deliver practical, scenario-based learning that encourages participant engagement and application.
- ▶ Adapt facilitation methods to meet the needs of diverse audiences and learning environments.
- ▶ Collaborate with team to ensure course quality and consistency.
- ▶ Prepare and maintain learning materials, participant resources, and instructional activities.
- ▶ Foster respectful, inclusive, and productive learning environments.
- ▶ Provide feedback and recommendations to support continuous improvement of programming.

Desired Qualifications and Experience

Ideally, facilitators delivering the Lead Manitoba course(s) will possess:

- ▶ Experience working within municipal government environments.
- ▶ Strong facilitation and adult education skills.
- ▶ Knowledge of Manitoba municipal structures, governance models, and legislation.
- ▶ Experience delivering scenario-based, applied, and experiential learning (preferred).
- ▶ Exceptional communication and presentation skills.
- ▶ Experience working with elected officials, senior leadership teams, councils, boards, or committees.
- ▶ Understanding of governance ethics, accountability, transparency, and public trust.

Preferred Qualifications and Professional Experience

The following experiences would be considered assets:

- ▶ Former Chief Administrative Officer (CAO).
- ▶ Former Mayor or Councillor with a strong governance reputation.
- ▶ Municipal Consultant.
- ▶ Lawyer specializing in municipal law.
- ▶ Certified Mediator.
- ▶ Leadership Coach.
- ▶ Governance Specialist.
- ▶ Other relevant professional credentials and municipal leadership experience.

This competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.



PEOPLE MAKE IT HAPPEN.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

Submission Requirements

Interested facilitators are invited to submit:

- ▶ A current résumé or curriculum vitae.
- ▶ A brief cover letter outlining relevant expertise and facilitation experience.
- ▶ A facilitator biography (if available).

How to Apply:

Please submit your Expression of Interest via email: continuingstudies@assiniboine.net to the attention of Shawn Brake, Manager, Continuing Studies, by **September 30, 2026**. For inquiries, contact 204-725-8725 or 431-542-0184.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.