

RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact humanresources@rrc.ca.

Mentorship Coordinator (Term Full-Time)

School of Indigenous Education

POSITION TYPE: Full-Time, Term Position Available (anticipated June 24, 2024 up to June 30, 2028)

SALARY: \$56,607 - \$79,848 per annum

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB)

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a designated hiring practice will be applied. Only applicants who self-identify as Indigenous Peoples, will be considered. For more information about our inclusive hiring practices please visit: www.rrc.ca/hr/work/hiring-process/.

Candidates applying to this position are invited to reach out to our Indigenous Recruitment Consultant (humanresources@rrc.ca) for assistance throughout the application process and to answer any questions you may have.

ELIGIBILITY LIST: This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

The School of Indigenous Education is seeking a Mentorship Coordinator, full-time, term position. The successful candidate will report to the Manager, Indigenous Student Supports and Partnerships. The incumbent will be responsible for the development, implementation, day-to-day management, promotion, evaluation, leadership, and administration of the Circle of Friends Indigenous Student Mentorship Program. The Mentorship Coordinator works effectively with a variety of internal and external stakeholders, building strong relationships and partnerships. The Mentorship Coordinator will assume responsibility for overseeing all aspects of the training program for mentors and mentees. In addition, will contribute to student success and retention at Red River College Polytechnic. The ideal candidate will have a passion for supporting adult learnings and a commitment to lifelong learning.

REQUIRED QUALIFICATIONS

- Diploma in Business, Management, Human Services, Community Development, Indigenous Studies, or a combination of education and experience in the field of education or a related subject may be considered
- Experience with program development or project management
- Experience managing the delivery of post-secondary remedial programming, including development, planning, recruitment, budgeting, implementation, and evaluation
- Experience creating strategies and action plans based on best practice, consultation, assessment and evaluation
- Experience developing multiple forms of written communication for a variety of audiences, including website content, blogs, strategic documents, program literature, and training materials
- Demonstrated experience effectively leading projects comprised of students, internal and external stakeholders
- Demonstrated ability to work well under pressure, exercise patience, tact and good judgment and to deal effectively and efficiently during stressful situations
- Experience using conflict resolution techniques to facilitate positive outcomes
- Proficient in the use of Microsoft 365 (Word, Excel, PowerPoint, Outlook, MS Teams) and ability to adapt to new technologies and ability to adapt to new technologies
- Ability to work remotely
- Demonstration of excellent presentation skills
- Demonstration of excellent verbal and written communication skills
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSET QUALIFICATIONS

- Project Management Certification

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis. We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.