

WE'RE HIRING:



TRAINING COORDINATOR

MAKOOSE C. GAMIK INC.

We are a Child and Family Services Agency that is dedicated to providing caring and supportive services for Long Plain First Nation members. We have offices located in Brandon, Winnipeg, Portage and in Long Plain First Nation.

POSITION SUMMARY

The Training Coordinator will be responsible in leading Makoose C. Gamik Inc.'s employee development initiatives through hosting creative training events and educational programs. The Training Coordinator will identify training gaps and develop internal training programs and tools, as well as manage third-party training courses. The Training Coordinator will manage, design, develop, coordinate, and conduct all training programs, will communicate with managers to identify training needs and map out development plans for individuals and teams, as well as other duties as required. This individual will report to the HR Director.

QUALIFICATIONS

- Post Secondary diploma/undergraduate degree in Education, Training, Social Work, HR, or related area, or a combination of experience and/or education may be considered;
- Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role;
- Hands-on experience coordinating training events;
- Experience in development and implementation of training programs;
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- Familiarity with traditional and modern job training methods and techniques;
- Relevant experience working with children and families, preferably in child welfare an asset;
- Hold and maintain a valid Class 5 driver's license, access to a reliable vehicle and willing to travel;
- Applicants must include with their application a photocopy of their driver's license and a recent driver's abstract. The fee for obtaining the driver's abstract is borne by the applicant;
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks to be submitted with your application.

Please submit your cover letter & resume to:

Makoose C. Gamik Inc.
Head Office Mailing Address
Box 337, Portage La Prairie, MB R1N 3B7
E-mail: hr@makoosecgi.org

COMPETITION NUMBER: 2024-22

Close Date: July 31, 2024, by 4:00 p.m.

