



## INFINITY WOMEN SECRETARIAT

### COMMUNITY SUPPORT COORDINATOR

December 2, 2024

Posting #24-15-020

The Infinity Women Secretariat (IWS) is a non-profit organization that connects Red River Métis women, girls, 2SLGBTQ+ individuals throughout the Province of Manitoba and beyond, with a mandate to promote, empower, and enhance their well-being. Incorporated on April 23, 2013, IWS has become well known in our Red River Métis communities and remains a proud affiliate of the Manitoba Métis Federation (MMF), the National Government of the Red River Métis.

The IWS seeks to fill **one full-time Community Support Coordinator** position located at 150 Henry Ave in **Winnipeg, MB**. The Community Support Coordinator administers the Pey Key Way Ta Hin – Bring Me Home program and provides support, advocacy, and community navigation for Red River Métis Citizens who are impacted by Missing and Murdered Indigenous Women, Girls, and 2SLGBTQ+ Individuals (MMIWG2S+).

#### **Job Duties/Competencies:**

- Coordinate the Pey Key Way Ta Hin – Bring Me Home Program in accordance with contracts/contribution agreements;
- Case management for murdered and missing Red River Métis Citizens, survivors, and families;
- Conduct intake assessment to assess client needs, identify potential concerns, and create an action plan with regular follow-up;
- Develop relationships with prospective and registered families of missing and murdered loved ones;
- Support clients during different stages of wellness to promote social, economic, cultural, and emotional wellbeing during grief, loss, and healing.
- Identify and provide support services to Red River Métis citizens to help overcome barriers;
- Recognize potential crisis and emergency situations and develop strategies to deal with such situations;

#### **Skills and Qualifications:**

- Bachelor's Degree in Social Sciences or equivalent experience and training related to justice and community program development;
- Training in trauma-informed approach counselling is considered an asset;
- Experience in community outreach work, community support, advocacy and community navigation, etc.;
- Experience with program development and implementation, reporting, and evaluation;
- Knowledge and experience working with survivors of trauma, grief and loss, including crime related;
- Clear Child Abuse Registry Check, Adult Abuse Registry Check, and Criminal Record Check required;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of IWS, Red River Métis culture, and MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

**Please submit your resume and cover letter, referencing the job posting number. This posting is open until filled.**

**Preference will be given to qualified Red River Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.**

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