

Indigenous Centre Coordinator (Term)

School of Indigenous Education

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

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

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

Reporting to the Manager, Indigenous Student Supports and Partnerships, the Indigenous Centre Coordinator is responsible for supervising RRC Polytech's Elders in Residence Program and will oversee their day-to-day scheduling, coordination of appointments, events and speaking engagements on and off campus. The Indigenous Centre Coordinator will plan, implement, and bring together all cultural and student focused events such as Sweat Lodge Ceremonies, Feasts, Teachings, and various functions taking place at RRC Polytech, including within the Indigenous Support Centers at both main campuses, and online virtual events, will be a vital role. The incumbent will be responsible for the Indigenous Support Centre's maintenance and bookings and will provide support for other college-wide events with the School of Indigenous Education Events Coordinator when necessary. The Indigenous Support Centre and Elders in Residence play a unique and vital role for RRC Polytech staff, students, and faculty by providing Indigenous Worldviews, knowledge and experiential learning, further supporting the College's strategic efforts to strengthen and build on our commitments to Indigenous education and culture.

REQUIRED QUALIFICATIONS

- Diploma in Business Administration or in a related field, i.e. Social Services, Equity & Diversity, Human Resource Management, Event Planning, Marketing and Communications, Counselling; an equivalent combination of education and experience may be considered
- Knowledge of Indigenous culture, history, knowledge systems and community relationship building practices
- Computer skills required: Excel, Outlook, PowerPoint, MS Teams, Webex, Zoom
- Experience with coordinating and organizing multiple projects and tasks, including the management of various schedules, timelines and activities
- Excellent verbal and written communication skills, with the ability to communicate with internal and external stakeholders
- Outstanding customer service, relationship building, and networking skills
- Ability to foster relationships with diverse groups of people
- Excellent time management, organizational and administrative skills in addition to an ability to be flexible and take initiative with minimal supervision as well as collaboratively within a team environment
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Self- identifies as an Indigenous person with lived experience

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- May be required to work at various RRC Polytech campuses
- Valid Class 5 Driver's license

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishininew, 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.

COMPETITION NUMBER

2024-044

CLOSING DATE

March 20, 2024

SALARY

\$45,936 - \$62,808 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available
To start as soon as possible up to
February 28, 2025
Possibility of an Extension

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact
humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free.

If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr