



**Indigenous Education Awards (IEA) & Work Integrated Learning (WIL), Student Coordinator
Full Time, Contract**

Job Summary:

The IEA/WIL Student Coordinator will be responsible for bringing together Indigenous Award recipients at various educational institutions to achieve program goals & complete related administrative tasks. The successful candidate will collaborate with Council members, and Indigenous award recipients to develop and manage WIL placements, monitor progress, and ensure both program's success.

Responsibilities:

- Develop and maintain relationships with Council members and students.
- Coordinate and organize the WIL program, scheduling, and logistics.
- Gathering and reviewing future IEA applications
- Maintaining communications between students, the Winnipeg Foundation, Post-Secondary Institutions, and Contributors
- Monitor student progress, attendance, and performance during their WIL placement.
- Ensure all necessary documentation and administrative tasks are completed by students and employers.
- Conduct program evaluations and surveys to measure program effectiveness.
- Collaborate with other WIL & IEA staff members, including Chief Financial Officer, Program Managers, and Program Coordinator.

Qualifications:

- Pursuing post-secondary education
- Strong communication skills
- Demonstrated ability to work independently and as part of a team.
- Basic computer skills
- Willingness to learn and take on new challenges.
- Strong work ethic and reliability