Program Coordinator, Indigenous-focused delivery

Full-time – Permanent

We're excited to welcome new team members who want to make a difference in our community! We are looking for a Program Coordinator to support Indigenous-focused financial empowerment programming, including program delivery in First Nations communities.

About SEED

SEED Winnipeg envisions a world where opportunities exist for all people and communities to realize their hopes. Our mission is to build strong communities and increase opportunities for people to improve their financial wellbeing. SEED is committed to truth and reconciliation. This means working in partnership with Indigenous communities to act on the Calls to Action by the Truth and Reconciliation Commission of Canada and the Calls for Justice by the National Inquiry into Missing and Murdered Indigenous Women and Girls.

What We Offer

You'll work with a friendly team where everyone's ideas matter. We offer many benefits, including health and support for learning new skills. Our organization is committed to creating a culturally safe and supportive workplace for Indigenous staff. This role includes paid time for participation in ceremony and cultural practices, as well as one-to-one cultural guidance sessions with an Elder. Staff are encouraged to take part in team-building activities and cultural knowledge-exchange outings that strengthen community connection. The position also contributes Indigenous knowledge and mentorship within internal committees, helping guide culturally grounded decision-making across the organization. We also encourage a healthy balance between work and life. The pay for this job is between $48,000 – $63,000, depending on your skills and experience.

Responsibilities

The Program Coordinator will be part of the Money Stories team and program delivery within First Nations communities. We are looking for someone who has coordinated programs and has strong leadership skills. An important part of the Money Stories program is delivering money management training from an Indigenous cultural perspective, along with supporting participants in applying for ID and filing tax returns. We are looking for someone with strong knowledge of Indigenous cultures and experience working with Indigenous communities. Strong preference will be given to candidates who inform us that they are Indigenous (First Nations, Métis, Inuit) in their application.

All applicants must have a valid Manitoba Driver's License; clear drivers abstract and be willing to travel.

Qualifications

- You have experience helping people, especially people facing tough financial situations
- You can communicate clearly and easily – talking and writing
- You've worked on projects before and enjoy organizing things
- You have experience creating programs or workshops
- You're patient and caring when supporting people with different challenges
- You learn new things quickly and pay attention to details
- You deal with conflict in a healthy way and work well with others
- You are reliable and punctual
- You take initiative and can work by yourself
- You are good at solving problems and figuring things out
- You have an understanding of the ongoing impacts of colonization
- You have strong computer skills and are able to quickly learn new software applications
- You are able to work evenings and weekends, as required

To Apply

SEED Winnipeg is committed to employing staff from the communities we serve. We are committed to reconciliation, equity, and inclusion. We value applicants with experience living on a low level of income and welcome applications from community members who have experienced the challenges that our program participants face. We encourage candidates to let us know about their lived experience in their cover letters. **The deadline to submit a cover letter and resume to info@seedwinnipeg.ca is noon on December 24th.**

Applicants should provide details on how they meet the qualifications for this position in their cover letter and resume. While SEED appreciates all applications, only applicants selected for an interview will be contacted.

For more information about SEED, visit www.seedwinnipeg.ca.