



Manitoba Keewatinowi Okimakanak Inc.

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Thompson Sub-Office
205-55 Selkirk Avenue
Thompson, Manitoba
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Winnipeg Sub-Office
1601-275 Portage
Winnipeg, Manitoba
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Position: ASETS Childcare Coordinator

Location: MKO Thompson Sub Office

Closing Date: June 11, 2018 @ 4pm

Position Summary:

MKO is inviting applications for the position of Childcare Coordinator. Under the supervision of the ASETS Project Manager, the Childcare Coordinator will be responsible to coordinate and facilitate the development and enhancement of quality child day care services and programs in the MKO First Nation Communities. This position requires excellent analytical, financial reporting, planning, organizing, interpersonal, and communication skills. Knowledge of First Nations culture, language and understanding of the challenges faced by First Nations communities is essential.

Responsibilities

- Provide activity and financial quarterly reports to the Project Manager- ASETS
- Travel to MKO Day Care Centers to monitor standards in the facilities and compliance with planned expenditures;
- Provide interpretation of the Manitoba First Nations Child Care Act and Regulations and Guidelines;
- Consultation with Day Care Directors and operations, administration, behavior management, program development etc;
- Provide resources and technical assistance to MKO Child Day Care Centers;
- Assist in compiling community assessments, community budgets, required program reports and any other applicable information required by the appropriate authorities and funders;
- Attend workshops, conferences and other applicable meetings as requested
- Other duties as assigned.

Qualifications

- Formal training in the area of business administration and/or a minimum two to three years' related experience or equivalent combination of education related to the duties and responsibilities specified;
- An understanding of the Government of Manitoba policies, procedures, programs and services in the Child Care field;
- Must have excellent communication skills, be a self-starter who is capable of working with limited supervision;
- An understanding of financial reports and ability to assist in the completion of community quarterly activity and financial reports.
- Formal training in the area of business administration and/or a minimum two to three years' related experience or equivalent combination of education related to the duties and responsibilities specified;
- Experience in analyzing and reconciling monthly, quarterly, or annual financial reports;
- Knowledge of the guidelines and reporting requirements of the ASETS Program;
- Strong written and verbal communication skills and ability to communicate effectively with sub-agreement holders;
- Strong organizational and problem-solving ability with a demonstrated commitment to deadlines, accountability, and details;
- Excellent time and resource management and strong program administration skills;
- Must be computer literate and be proficient with MS Office (specifically Word and Excel)
- Ability to work independently and with a team with minimal supervision
- Valid Class 5 Drivers license; must be willing to travel to communities;
- Ability to speak a First Nation language is a definite asset.

Interested applicants are to forward a **resume and cover letter:**

Attention: Larry Flett ASETS Program manager

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