



# Louis Riel Institute



As an affiliate of the Manitoba Métis Federation (MMF), the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill one **Full-time Summer Term Cultural Programming Assistant** position located in **Winnipeg, MB.**

## **Cultural Programming Assistant**

The Cultural Programming Assistant is responsible for providing organization services and support to the department. This position provides support to by specializing in organization and adaptability. This position requires the ability to work collaboratively with others as well as being independent in exercising judgement and initiative and may require flexible working hours at times. A basic knowledge of Metis History and Culture would be considered an asset.

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

- Provide administrative support to the department and LRI
- Provide reception relief
- Organize, file and record supplies
- Enter and maintain program databases
- Assist with creating program resources
- Assist with preparing curriculum and program supplies
- Assist with facilitation of workshops and presentations

### **Skills and Qualifications:**

- Highschool diploma required, and University/College Education or equivalent work experience preferred
- Self-motivated with the ability to meet deadlines while multitasking
- Comfortable working both collaboratively and independently
- Excellent interpersonal and organizational skills
- Excellent analytical and problem-solving abilities
- Excellent communication skills: both written and verbal
- Experience working in a not-for-profit organization and Indigenous community an asset
- Knowledge of Métis culture, LRI programs and services is a definite asset
- General knowledge of MMF programs, services, and governance
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle

LRI requires a satisfactory criminal record check prior to commencement of employment. LRI will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Qualified Métis applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

**Salary Range:** Dependant on education and experience.

**Closing Date:** Until filled

Please forward cover letter and resume to:

**Louis Riel Institute**

Email: [lrihr@lrilearn.ca](mailto:lrihr@lrilearn.ca)