



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 Mentor-Apprentice Program Intern/Coordinator**, located in Brandon, MB.

Mentor-Apprentice Program Intern/Coordinator

The intent of the LRI MAP Intern/Coordinator position is to build the capacity of the LRI in delivering and/or supporting MAP programming in various communities. As the Intern, you will start by learning how to coordinate a group MAP program by shadowing, studying and assisting at the existing Brandon MAP House, and connecting and networking with other language communities interested in starting a MAP house. The goal will be to become a MAP House Coordinator and/or to help train others as coordinators of future Map Houses. This position is an excellent opportunity to get into the growing field of Indigenous Language Revitalization and to assist in the development of future MAP Language Houses. Work location will vary between the Brandon MAP House, travelling to communities interested in language programming, and working from home. Mileage will be provided for travel required for this position. Accommodations are available at the MAP House.

Job Duties/Competencies:

- Learn, on the job, the many facets of a MAP immersion program, from inception, set up, logistics, site management, office admin and financial tasks, by shadowing Brandon MAP House staff, and taking on tasks as required.
- Learn from the Mentor/Teachers and the Supervisor, the specific methods of teaching Indigenous languages in immersion settings.
- Improve your own Indigenous language fluency with the Mentor, teachers and students.
- Communicate, network and meet with language communities and individuals, to promote and plan for future MAP immersion programs.
- Support Mentors and Apprentices to create the most positive and effective learning environment.
- Participate in team meetings with LRI Métis Languages program and P2W Indigenous Languages Circle.
- Support P2W and LRI teams in preparing reports and planning.
- Attend Métis cultural events and other Métis gatherings as requested, to promote language and network with community.
- All other duties as assigned by the supervisor relevant to the position and program objectives.

Skills and Qualifications:

- Some proficiency with one of the historical Métis Languages i.e. Michif, Saulteaux, Cree.
- Highschool diploma required, and University/College Education, or, equivalent work experience.
- Working knowledge of office management, with proficiency in a variety of computer applications including, MS Office and MS Excel.
- Experience in program delivery and coordination.
- Experience working in a not-for-profit organization and Indigenous community an asset.
- Self-motivated and organized, with the ability to prioritize and meet deadlines.
- Ability to work collaboratively with a diverse team, as well as in community with speakers and learners.
- Excellent interpersonal skills and communication skills: both written and verbal.
- Knowledge of Métis culture, LRI and MMF programs and services is a definite asset.
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

LRI offers comprehensive benefits package including; health, dental, vision, pension and vacation.

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, years of experience, and level of proficiency in a Métis language.

Closing Date: Until filled

Please forward cover letter and resume to:

Louis Riel Institute

Email: lrihr@lrilearn.ca