



# Louis Riel Institute



As an affiliate of the Manitoba Métis Federation, 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 Term Métis Skills for Success Project Manager** position located in **Winnipeg, MB**.

## **Métis Skills for Success Project Manager**

The Métis Skills for Success Project Manager will be required to further develop cultural programming curriculum for online learning context, continue to develop partnerships and networks with potential employers to understand the needs and devise data collection methods to measure program effectiveness. In addition, the incumbent is required to procure technology to integrate online learning with the mobile classroom. The Project Manager will be responsible for developing detailed project plans, developing and implementing an evaluation framework, documenting and disseminating lessons and reporting on the project.

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

- Manage project, timeline, budget and resources
- Develop curriculum for online learning context
- Ensure activities are carried out in order to meet project timelines, budgets and deliverables.
- Create detailed project plans
- Develop partnerships and networks with potential employers
- Develop and maintain comprehensive project documentation
- Build and maintain relations with key stakeholders
- Track and deliver progress reports for the LRI Management
- Organize and maintain record records and files

### ***Skills and Qualifications:***

- University Education or relevant equivalent experience and training may be considered in any of the following; Business Management
- Experience preparing, following and reporting on budgets
- Experience leading a team
- Ability to meet deadlines while multitasking in a fast-paced environment
- Proficiency in a variety of computer applications including MS Office and MS Excel
- Excellent communication skills; both written and verbal
- Knowledge of Metis culture
- Knowledge of LRI & MMF programs and services
- Acceptable Criminal Records check and Child Abuse Registry check

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: [lrhr@lrilearn.ca](mailto:lrhr@lrilearn.ca)