

POSITION TITLE: Indigenous Professionals Initiative Program Coordinator

SUPERVISOR: Director of Equity and Representation

DEPARTMENT: Equity and Representation

CLASSIFICATION: Full-time, One-year term

*Engineers Geoscientists Manitoba recognizes the importance of building an exemplary labour force that is inclusive and reflective of the population it serves. A focus on equity, diversity, and inclusion is paramount to achieving our success. The Association fosters a work environment that challenges and empowers employees, promotes learning, teamwork, and innovation; and recognizes achievement. Employees aspire to a high-performance culture that is focused on results and combines collaboration and clear direction with scope for autonomy.*

HOURS OF WORK: 35 hours per week

- Association office hours are 8:30a.m. to 4:30p.m.; Mon-Fri. Typical work week hours may fluctuate depending on the process management functions, employee needs to be flexible to meet the normal demands of the position. Various events outside of normal working hours may need to be attended.
- Flexible Work Arrangements available including time divided between in office, evening and weekend events, and occasional work from home.
- Certain events may occur outdoors, travel outside of Winnipeg, within Canada, may be required.

QUALIFICATIONS: Bachelor's Degree in business administration, engineering, geoscience, computer science, arts, or project manager diploma. Other comparable degree or diploma would be accepted. Minimum 3 years' experience in program management. A combination of education, training and experience may be considered.

Engaging self-starter with intuitive sense to anticipate needs for meeting organizational and program goals. Must have strong organizational skills and ability to execute detailed plans. Strong writing and composition skills is a firm requirement.

The successful candidate will have demonstrated success in healthy Indigenous community engagement in the context of mutually respectful relationships with First Nations, Métis, or Inuit communities, and the ability to critically self-reflect on the self-determination of Indigenous Peoples.

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*population it serves. This is a designated Indigenous competition, open to Indigenous applicants. Applicants are required to self-declare, and those selected for an interview will be asked to provide references and answer interview questions related to the designation. This process will apply both to internal and external candidates.*

**PAY RATE:** The Association provides competitive compensation and benefits

## **REPRESENTATIVE SKILLS**

- Knowledge of the colonial history of Canada.
- Knowledge of distinctions-based approach to addressing systemic inequities for First Nations, Inuit and Métis.
- Knowledge of the Truth and Reconciliation Calls to Action and the MMIWG2S Calls to Justice.
- Ability to deal with all kinds of people with outstanding teamwork.
- Ability to maintain the highest level of professionalism and confidentiality.
- Experience with policy writing and analysis.

## **DUTIES & RESPONSIBILITIES**

### Scope

Plan, budget, oversee, and document all aspects of the End E-5.1 initiative. Work closely with the Association leadership and the Indigenous Professionals Initiative Committee to increase the numbers of Indigenous practitioners in engineering and geosciences by identifying and developing strategies to remove barriers to access for Indigenous engineers and geoscientists.

### Primary Responsibilities

- Research key demographic areas, and identify barriers to education, employment, and licensure for First Nations, Metis, and Inuit practitioners.
- Create project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Assist in the implementation of the Equity in Professional Regulation Action Plan, particularly with from the perspective of removing barriers to practice for current and future Indigenous members.
- Provide training to Association staff, members, stakeholders, and the general public on the initiatives.
- Share project plans with Association staff members and stakeholders, and in conjunction with other managers and directors, ensure availability and allocate and control Association resources as they relate to the Indigenous Professionals program.
- Develop a detailed project plan to track progress and measure project performance using appropriate systems, tools, and techniques.
- Develop reports, environmental scans, guidelines, standards, professional development trainings, communiques, as needed.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Use appropriate verification techniques to manage changes in project scope, schedule, and costs.

- Manage the relationship with the Association and all stakeholders and third parties.
- Plan and host networking events for Indigenous members.
- Participate in other Canadian committees with similar interests and concerns to advance equity and regulation.
- Support the Indigenous Professionals Initiative Committee and other task groups, as needed, to ensure the right match of volunteers, elders, and knowledge keepers.

#### Administrative Support

- Research and write press releases for both reoccurring and on-demand requests.
- Create and maintain comprehensive project documentation.
- Create briefs, talking points, and other written materials relative to the Indigenous Professionals Initiative program.
- Assist in the development of legislative and regulatory proposals and strategies.
- Monitor monthly updates.
- Attend Association, Political, and other relevant events.
- Monitor emails and voice messages.
- Provide additional assistance and complete special projects as assigned by the Director of Equity & Representation.

#### OTHER

##### Good Character

- References regarding good working relationships from First Nations, Métis, and/or Inuit communities.
- Must agree to a criminal record check.

##### Physical Requirements

- Standing and walking for limited periods of time.
- Sitting at a desk for extended periods of time.
- Talking on the telephone for limited periods of time.
- Extensive keyboarding and computer use; eye strain for limited periods of time (related to computer use).

INTERESTED CANDIDATES SHOULD FORWARD A LETTER OF APPLICATION AND RESUME TO:

Manager of Operations  
Engineers Geoscientists Manitoba  
870 Pembina Hwy,  
Winnipeg, MB, R3M 2M7  
[info@EngGeoMB.ca](mailto:info@EngGeoMB.ca)

Closing Date: April 14, 2024