



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/10/06

## Training Coordinator

<b>Job ID</b>	<b>72-6F-F2-8F-5B-95</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=72-6F-F2-8F-5B-95">https://careers.indigenous.link/viewjob?jobname=72-6F-F2-8F-5B-95</a>	
<b>Company</b>	CTRI Crisis & Trauma Resource Institute	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2024-09-26	To: 2024-10-26
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	November 25, 2024	
<b>Job Salary</b>	\$50,000 - \$55,000 per year	
<b>Languages</b>	English	

### Description

This position supports the mission of the Crisis & Trauma Resource Institute (CTRI) and its partner company, ACHIEVE Centre for Leadership (ACHIEVE). Our hope is to create a trauma-informed world and help create great workplaces through our training and consulting services. As a member of our collaborative six-person private training team, you would be responsible for helping our clients contract with us to set up training events for members of their organization. This is a client-oriented job that requires adaptability, attention to detail, and strong communication skills (both verbal and written).

Given the large amount of work we do with Indigenous communities and organizations preference will be given to hire someone with Indigenous ancestry, and/or experience working with Indigenous organizations.

Start date: November 25, or sooner

### Work Hours, Wages, & Benefits

This is a full-time position. CTRI currently defines full time as 33.75 hours per week (4.5 days/week). The successful candidate will have a desk at our office at 710 Westminster Ave in Winnipeg. After the initial orientation period, there may be some flexibility to work part-time at home.

Wages: Starting wage between \$50,000 and \$55,000.

Benefits: An extended benefits package is available after three months of employment.

Vacation Time: New employees start with four weeks of paid vacation and personal days (two weeks of vacation days, one week of personal days, and one week of paid vacation over the Christmas holidays).

### Day to Day Duties

- Responding to training inquiries with care and efficiency
- Building warm, trusting and authentic relationships with our clients over the phone, email, and virtual or in-person meetings
- Staying organized and on top of multiple and varied tasks over the course of a day
- Coordinating all the details of our private training contracts, including

- Writing proposals and contracts
- Communicating with our trainers
- Collaborating with other team members to make arrangements for travel, training supplies, and invoices
- Maintaining accurate records
- Problem-solving complex requests, last minute changes, etc.
- Other projects as assigned (not necessarily related to training coordination)

## **Experience**

### Required Qualifications/Skills

- Knowledge and experience with Indigenous cultures, values, and traditions is a strong asset.
- Strong organizational and time management skills
- Enjoys speaking with people on the phone
- Excellent written skills
- Personable, friendly, and grounded
- Exceptional contributor to team environment
- Good computer skills and aptitude to learn new programs quickly
- Self-motivated and able to work independently
- Pays attention to detail
- Demonstrated commitment to our core values which are:
  - o Joy - We Find Joy in Work and Our Relationships
  - o Togetherness - We Do Great Work Together
  - o Improvement - We Seek Feedback and Act to Improve
  - o Authenticity - We Practice What We Teach

## **How to Apply**

Click 'Apply Now'

Please send the following in one attachment: resume, cover letter, three work/school-related references, and a response to the following questions:

1. What do you do to contribute to a healthy, vibrant work culture
2. Please describe your understanding of the work of CTRI and ACHIEVE, and how the position of Training Coordinator helps in fulfilling our mandates

Send Applications to: Chantel Runtz at [chantel@ctrinstitute.com](mailto:chantel@ctrinstitute.com)

CTRI and ACHIEVE are committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers. Applicants are encouraged to self-declare.

### Closing & Interviews

Applications will be accepted until midnight, Sunday, October 20, 2024. Successful applicants will be contacted by video call between October 22-24 for a brief interview. Full length, in-person interviews will be scheduled soon after.