



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Community Capacity Building (CCB) Co-facilitator

<b>Job ID</b>	<b>6C-37-8F-59-50-3F</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=6C-37-8F-59-50-3F">https://careers.indigenous.link/viewjob?jobname=6C-37-8F-59-50-3F</a>	
<b>Company</b>	Booth University College	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2021-12-06	To: 2021-12-31
<b>Job</b>	Type: Part-time	Category: Education
<b>Job Start Date</b>	As soon as possible	
<b>Languages</b>	English	

### Description

- Assists in the preparation and delivery of Community Capacity Building courses by:
  - Co-creating an engaging Guest Session, where Guest Facilitators will come together and learn more about the intention of the certificate and its potential in their communities. The goal of this program is to build pathways for developing active community connections between participants and facilitators in the course.
  - Co-creating a captivating opening to the course, centering on identity, person, learning goals and community relationships for all learners.
  - Contributing to an intersectional, intercultural learning space that encourages relatedness, relationships, and social and intellectual courage for learners throughout the program, through arts-based facilitation approximately 5-7 hours per week.
  - Supporting and bridging ongoing accessibility and alliances for Guest Facilitators and Learners where applicable.
  - Co-teaching curriculum and encouraging Learners to see themselves as experts on their own communities.
  - Attending and participating in team meetings approximately every week to contribute to planning, goal setting and agile programming.
  - Supporting learners in processing content, clarifying relationships in sessions and in community, and when possible, connect Learners to community opportunities.
  - Contributing to the evaluation process throughout the program, including reflecting on what's working, what isn't, and supporting realized course content, or culture changes.
  - Supporting the cohort with readings, poems, films, or other points of inspiration.
  - Provide one-on-one sessions with learners as needed.
- Assists in Administrative processes by:
  - Participating in the Admissions process
  - Collecting application forms
  - Shortlisting applications in coordination with the Admissions Committee
  - Coordinating with the School for Continuing Studies (SCS) Administrative and Program

Coordinator on: sending acceptance letters, sending Graduation forms and other related information  
- Coordinating with the Registrar regarding accepted applications for registration in Booth UC's LMS

### **Experience**

- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College.
- Ability to integrate your Christian faith within the workplace.
- Satisfactory criminal record check.
- At least 3 years of experience in planning, designing, and initiating discipline-related curriculum or an equivalent combination of education, experience and training.
- Skilled in developing successful adult education programming related to building community and leadership capacity, community engagement and promoting human rights and equity.
- Experienced in implementing strategies that promote justice, equity, diversity and inclusion with excellent interpersonal, communication, organizational and administrative skills.
- Ability to work as a team in the planning and implementation of courses and programs.
- Competent in facilitating workshops/courses with diverse groups of adult learners.
- Capable of developing and maintaining effective collaborative partnerships and collegial relationships with faculty, community groups; professional, and industry representatives.
- Fully immunized for Covid 19 if required to be on campus

### **Education Requirements**

- Bachelor's degree in Arts or Education.

### **Additional Skills**

- Knowledge of The Salvation Army
- Facilitation training and/or experience
- Knowledge of Experiential Learning methods
- Experience with a Learning Management System

### **How to Apply**

Applications may be submitted in confidence to Human Resources; Booth University College by email: [boothuc\\_careers@boothuc.ca](mailto:boothuc_careers@boothuc.ca).

Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority. Applications will be reviewed as received until position is filled.

Accommodations are available upon request throughout the recruitment process.