



Ka Ni Kanichihk Inc.
Employment Opportunities - Full Time
Instructor -Business Administrative Assistant & Program Support

About the role

Do you want to teach adults who genuinely want to be in your classroom? Want to make a real difference in someone's life? If so, join our team as Instructor- Business Administrative Assistant program.

The Business Administrative Assistant Instructor is responsible for providing community based in-class instruction that prepares adult learners for a career in the Administrative field. Your goal will be to provide adult learners with the right environment to learn, and feel supported. This means coaching and motivating learners in a way that assists them in overcoming any barriers.

Our Ideal Candidate

Has a commitment to the strengths and values of Indigenous knowledge, cultural reclamation, and traditional practices.

What We Need

You can prepare and deliver lesson plans and activities according to a developed curriculum, and you know how to fine tune along the way. You can assess learning styles in the classroom and you mix it up using lectures, labs, land based, and other creative methods to help your learners learn and thrive. You have experience evaluating student performance, marking and grading, and revising curriculum if necessary to adapt material to your student's learning needs. You understand how to manage the learner's academic progress, and can provide feedback in a diplomatic and timely fashion. You are very resourceful, flexible, and adaptable to changes as they occur in the moment. You have excellent conflict resolution and mediation skills. You have the ability to assess the needs of individual, including emotional, personal, physical or spiritual needs, and you have the capacity to provide additional support to assist students in achieving goals and helping them to break down barriers. You are willing to participate in organizational business including community events. Lastly you are willing to lend a hand and provide program support as needed.

What You Bring

The successful candidate will possess both a post-secondary credential in business administration or a related field and relevant practical experience working with adults. Preference will be given to individuals with experience in a teaching or training capacity in adult education. A certificate in Adult Education is an asset, and a Provincial teaching certificate is a bonus.

- A broad knowledge of adult development and teaching methods
- Knowledge and ability to teach and to instruct in a variety of business areas
- Demonstrated commitment to the strengths and values of Indigenous knowledge, cultural reclamation and traditional practices
- Must have strong knowledge and demonstrated experience with Microsoft Office: Access, Word, Excel PowerPoint and Outlook. You must be able to create and instruct lessons using these applications.

Here's a sample of the many benefits Ka Ni Kanichihk employees enjoy:

Comprehensive Benefits including Health and Dental • Long-Term Disability • Life Insurance • Employer Contributed RRSP • Employee and Family Assistance • Training and Development opportunities • Free on-site parking • Employee appreciation events •

Candidates are required to provide a current Criminal Record Check, Child Abuse Registry Check, a valid driver's license, access to a vehicle, and a driver's abstract.

Ka Ni Kanichihk is committed to achieving employment equity; therefore candidates are encouraged to indicate in their covering letter if they are of Indigenous ancestry.

To Apply:

The posting will remain open until filled.

Please send the following in on attachment: Resume, Cover Letter, and three work related references to:

Fiorina Pasquarelli
Human Resources Administrator
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