



Louis Riel Vocational College

As an affiliate of the Manitoba Metis Federation, the Louis Riel Institute and Louis Riel Vocational College are responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Vocational College seeks to fill **one causal Soft Skills Facilitator** position located in **Winnipeg, MB**. Start date as soon as possible.

Soft Skills Facilitator

Reporting to, and under the direction of the Director of LRVC, the Soft Skills Facilitator is responsible for providing Soft Skills training seminars.

Job Duties/Competencies:

- Instruct programs in communities, MMF Regions, First Nations and the business community to ensure financial viability
- Maintain and strengthen current partnerships
- Develop and build our core workshops for marketing to the corporate sector
- Develop and maintain a marketable calendar to offer continuous programming to all home office staff, utilizing the natural partnership that exists with the ALC.
- Work collaboratively with the cultural advisor and the community programming director to strengthen our ability to maintain our Provincial mandate of educating the Metis people

This position may require travel, and varying hours based on the needs of the department, students and other duties as assigned.

Skills and Qualifications:

- Grade 12 diploma required
- Skilled at public speaking
- Actively acquiring knowledge of contemporary and historical Métis culture
- Knowledge of MMF's and LRI's programs and services
- Excellent oral and written communication skills
- Excellent inter-personal skills, including an ability to work closely with others and to relate positively with a wide variety of office personnel and the general public
- Valid Driver's License
- Acceptable criminal records check and child abuse registry check information

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.

Please forward your cover letter and resume no later than November 20, 2018, to:

**The Louis Riel Institute
103-150 Henry Avenue
Winnipeg, MB R3B 0J7
Email: lrhr@mmf.mb.ca
Fax: 204-984-9484**