



## Job Posting

### Commercial Tobacco Reduction (CTR) Facilitator

**\* 1 Year Term position \***

#### About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

#### What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

#### Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

**Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.**

**\*Reasonable accommodation is available upon the applicant's request. \***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

**Closing Date:** all applications must be received by **January 23<sup>rd</sup>, 2026, at 4:00PM**

**How to Apply:** Apply on our website and specify the position of interest  
<https://serdc.mb.ca/careers>.

<b>Job Title</b>	<b>Commercial Tobacco Reduction (CTR) Facilitator</b>
<b>Reports To</b>	Commercial Tobacco Reduction Supervisor
<b>Division</b>	Health Clinical
<b>Department</b>	Health Promotions
<b>Program</b>	Commercial Tobacco Reduction
<b>Review Date</b>	January 8, 2026

### Job Purpose

Under the direction of the the Health Promotion Supervisor, the CTR Facilitator is a position within Southeast Resource Development Council Corp.'s Southern Manitoba First Nations Commercial Tobacco Reduction Strategy (SMFNCTRS) Program. The CTR Facilitator is responsible for assisting with implementation of all program services and providing logistical and administrative support to the other program staff and Supervisor when necessary. Under the SMFNCTRS, the CTR Facilitator works to reduce commercial tobacco use while promoting the use of traditional tobacco through events, campaigns and by delivering tobacco-related presentations and providing educational resources.

The SMFNCTRS is a regional program and has a multi-tribal council partnership with Dakota Ojibway Tribal Council, West Region Treaty 2 & 4 Health Services, Interlake Reserves Tribal Council and eight Independent First Nations, servicing a total of thirty-six First Nations.

### Duties and Responsibilities

#### 1. Program Coordination & Implementation

- Assist with the planning, coordination, and implementation for key events, including Youth Gatherings, Tobacco Conferences, Tobacco Circle meetings
- Assist with the Tobacco Circle Committee, completing logistical support duties including meeting minutes every quarterly meeting.
- Work collaboratively with SERDC Health Services staff to ensure excellence in programming and delivery.
- During emergencies and epidemic/pandemic situations, job duties will be reviewed and reassigned accordingly.
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#### 2. Education & Community Outreach

- Provide tobacco education to SERDC staff and communities.
- Deliver tobacco-related presentations to community members and school-aged children and youth.
- Attend community events (health fairs, pow wows, treaty days, etc.) with program booth display and provide educational resources and information to community members.
- Assist in the research, development, and design of educational materials and presentations using current research and statistical data.

- Prioritize professional development by participating in training related to tobacco and other program areas.

### **3. Communications**

- Assist with the program's communications strategy, which includes dissemination of program and tobacco-related news and education through the program website and Facebook page.

### **4. Partnerships & Stakeholder Engagement**

- Liaise with local, community-based, and regional programs, agencies, and organizations to strengthen communications and programming. This includes but is not limited to Health Centers, Nursing Stations, Schools, Band Administration, First Nations and Inuit Health Branch, Regional Health Authorities, and the Manitoba Lung Association.
- Attend stakeholder meetings as required.

### **5. Data Collection, Evaluation & Reporting**

- Collect data through evaluations and surveys at program and community/school-based events.
- Maintain program statistics for purposes of evaluation and research.
- Ensure all reporting is completed as required.

### **6. Other related duties as assigned.**

## **Qualifications/Skills**

### **Education**

- Grade XII or equivalent
- Post-secondary education in a health-related field

### **Knowledge, Skills and Experience**

- Extensive knowledge of gardening
- Understanding and respecting the diverse cultural and/or religious beliefs of each First Nation community.
- Demonstrate professionalism in all working environments, including social media, and always maintain confidentiality.
- Capable of working independently and as part of a team.
- Comfortable and experienced to facilitate and present to large groups.
- Proficiency in Microsoft Office software programs.
- Excellent communication (verbal/written) and conflict resolution skills.
- Valid Emergency First Aid/CPR certification.
- Position is subject to a Criminal Record Check, including Vulnerable Sector Search and an Abuse Registry Check.
- Knowledge of the various types of commercial tobacco and their overall effects.
- Knowledge of the differences between commercial and traditional tobacco.
- Knowledge, experience and skills related to gardening.

**DESIRED:**

Ability to speak Ojibwe

Knowledge of traditional tobacco

Life Skills Coaching/training

**Working Conditions**

- Willing and able to travel by all forms of transportation, to remote and northern First Nation communities in Manitoba.
- Generally, work in an office environment.
- Working a standard work week.
- Additional hours beyond the standard regular hours of work may be required at times.

**Physical Requirements**

- Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds at times, and or up to 10 pounds some of the time.
- Repetitive desk tasks in an at times fast paced/busy environment.