

Logistics, Communication & Community Access Helper (Good Relatives Project)

Posting date Apr 30, 2026

Posting #26-00-001



Duration: Immediate start; project end date March 31, 2027 with possibility to extend

Salary: \$ (more information on compensation package below)

Hours/Term: 10 months term, Part time, 10-15 hours per week,

Type of Hours: Between 8am-8pm, Monday – Friday, some occasional flexibility to work and travel on evenings and weekends is required

Application Deadline: May 14, 2026 at 11:59 pm (more information on the application timeline below)

About 2Spirit Manitoba Inc.:

2Spirit Manitoba Inc. (2SMB) is a not-for-profit organization with office located in Winnipeg, on Treaty 1 territory, on the lands of the Anishinaabeg, Dene, Dakota, Ininew, Anishinew, and the homeland of the Métis Nation.

2SMB began in 1986 in Winnipeg, when a group of concerned community members came together to support each other and plan community events for our 2Spirit relatives. After many years of small-scale community support, we incorporated as a non-profit organization in March 2006. 2SMB is now a community-driven organization that focusses on helping 2Spirit & Indigenous LGBTQQIA+ (2SIQ) holistically improve their circumstances. We currently do this by providing awareness workshops, advocating to prevent and address systemic violence, hosting community events and ceremonies, collaborating and partnering with other organizations, and consulting with organizations, government, and grassroots initiatives on how best to serve 2SIQ community.

2SMB is currently undergoing some essential shifts in practice, internal capacity building, and program development. This is an exciting time for expansion, growth, and connection!

About the Role:

2SMB seeks to fulfill **two part-time Logistics, Communication, and Community Access Helper** positions for our **Good Relatives** anti-discrimination Project which will operate throughout Northern and Southern Manitoba. Reporting to the Good Relatives Project Lead, the Logistics, Communication & Community Access Helper position plays a key supporting role in ensuring the practical, cultural, and accessibility needs of participants and communities are honored throughout the Good Relatives Project. This includes coordinating transportation, food, materials, venues, access accommodations, and comfort logistics that uphold the dignity, safety, and inclusion of 2Spirit participants, Elders, and staff.

This role requires someone who is detail-oriented, deeply relational, and committed to anti-colonial access work. You're the person who makes sure no one is left out due to systemic barriers like location, mobility, income, or care responsibilities. You'll work closely with the Project Lead and other team members to co-create welcoming, affirming, and inclusive learning environments.

Role Responsibilities:

Community Access Coordination

- Coordinate transportation logistics for participants (e.g., gas cards, carpooling, shuttle rental, taxi, or bus tickets).
- Identify and confirm accessible venues that meet mobility, sensory, and cultural needs.
- Respond to participant access requests (language interpretation, scent-free space, neurodivergent accommodations, etc.).
- Support childcare coordination or youth-friendly spaces when needed.
- Ensure all materials (paper copies, visuals, workshop kits) are accessible (e.g., large print, plain language, translations as needed).

Comfort & Care Planning

- Plan, source, and coordinate nutritious and culturally relevant meals/snacks, including dietary accommodations.
- Pack, prepare, and distribute workshop materials, land-based tools, and care items in advance of travel or events.
- Coordinate preparation of welcoming spaces, including culturally appropriate touches like tea stations, ceremonial items (in consultation with organization & local Knowledge Keepers/Elders).

Event & Travel Support

- Arrange venue rentals and ceremony spaces with attention to community protocol and cultural context.
- Liaise with host communities to ensure they have what they need to support your team's visit (tables, tech, local helpers).
- Keep track of spending and work closely with the Project Lead for approvals and budget alignment.

Administrative & Team Collaboration

- Maintain clear, organized records of bookings, requests, and participant access info (with privacy protection).
- Attend team meetings and debriefs to flag upcoming needs or unresolved logistical challenges.
- Collaborate with Learning Facilitator, Project Lead, and community participants to ensure events meet the emotional and cultural safety needs of participants.
- Actively reflect and adjust based on community feedback and relational accountability.

Must Have Qualifications:

- Experience coordinating logistics for events, community gatherings, or programming especially in Indigenous or 2Spirit contexts.
- Deep understanding of accessibility as anti-colonial practice.
- Familiarity with harm reduction, trauma-informed, and culturally grounded approaches.
- Strong organizational and communication skills, with ability to adapt to last-minute changes.
- Comfort working with budgets, receipts, and administrative systems.
- Kind, patient, and deeply relational; you treat logistics as part of community care. Lived or living experience as a 2Spirit, Indigenous, and/or LGBTQIA+ person is an asset.
- Comprehensive knowledge of Manitoba specific Indigenous ceremonies, cultural practices, and teachings
- Complex understanding of, and experience working with 2Spirit/Indigenous LGBTQIA+ community
- Comprehensive understanding of platforms such as Microsoft Office tools of Word and Excel.
- Ability to travel
- Valid driver's license is an asset but not required.

People successful at 2Spirit Manitoba Inc. Possess a combination of these traits:

- Experience in a not-for-profit setting
- Demonstrated skills in program activity planning and delivery
- Experience following and implementing a project workplan
- Dedication to co-creating a safe and healthy working environment
- Demonstrated ability to follow directions, and collaborate well within a small team
- Solid organization and time management skills
- Strong written and oral communication skills, including strong public speaking
- Experience working in a Microsoft Office environment including Outlook, Word, Excel, PowerPoint, and Teams
- Excellent work ethic, takes Initiative
- Creative problem-solving skills

Location:

Applicants from Thompson, Winnipeg and their immediate surrounding areas are encouraged to apply.

Compensation:

\$22/hourly

Base Pay: \$22/hour based on a part-time (10-15 hour) work week.

Benefits: Flexible schedule, accommodations for ceremony attendance, and 2 weeks off at winter holidays (at the Board's discretion).

Hiring Timeline:

Please note: **These dates accompanied with two asterisks are subject to shift by up to about one week. We wanted to offer a high-level overview of the expected pacing for this hiring process overall

- **Thursday, Apr 30th:** The posting goes live
- **Thursday, May 14th by 11:59pm CST:** Application window *closes*
- **Friday, May 15th:** Applicants are notified whether or not they are advancing to the *interview stage*
- ****May 19-22: Virtual Interviews** take place hosted by the Project Lead, Hiring Manager and 1 Board Member
- ****May 22:** Interviewed candidates are notified whether or not they are advancing to the offer stage
- ****Monday, June 1:** Target Start Date

Please note: We are still actively considering your application if you haven't heard from us yet. We will respond to all applicants. You can direct inquiries on the hiring process or requests for reasonable accommodation to jai@twospiritmanitoba.ca.

How to Apply:

Please submit your resume and cover letter referencing this job title and posting number by May 14, 2026 at 11:59pm CST, to jai@twospiritmanitoba.ca.

Applications without a cover letter may not be considered. Please identify your connections to the Indigenous and 2SLGBTQIA+ communities within your cover letter and application email.**

You can direct requests for reasonable application accommodations to jai@twospiritmanitoba.ca. Please allow for a minimum of 24hrs to receive a response and plan accordingly to ensure we can address your needs, so you have time to submit an application.

**2Spirit Manitoba Inc is dedicated to equity and inclusion, as well as having a staff that represents the communities we serve. We encourage applicants who identify as 2Spirit/ Indigenous LGBTQIA+, and members of equity-deserving groups to apply and self-declare in their cover letter.

**Preference will be given to qualified candidates who are Indigenous and identify as members of the 2SLGBTQ community.