

**TRAINER**

**Job ad # 200-26-004**

**POSITION OVERVIEW**

The Trainer will maintain, support, and build on MFNERC's growing range of applications, including Manitoba First Nations Student Information System (SIS), Microsoft Office 365 software applications, and other internal organizational software and processes. The Trainer is responsible for completing in-person and web-based training delivery. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language are desirable for this position.

**QUALIFICATIONS, EDUCATION & EXPERIENCE**

- Bachelor's degree in a relevant discipline or attainment of relevant certificates or diploma in a relevant field, along with work experience;
- Min 2 years of training/teaching experience;
- Min 2 years experience creating online learning training materials;
- Min 2 years of technical writing experience;
- Min 2 years experience with online learning development tools and desktop publishing;
- Experience with webinar platforms (Teams) and learning management systems (Brightspace);
- Min 2 years experience with a Student Information System;
- Experience with MS Office 365 applications;
- Good knowledge of Windows applications and environments;
- Excellent verbal and written communication skills;
- Able to handle multiple tasks with overlapping deadlines;
- Able to work independently and as a member of a multi-disciplinary team of professionals in a respectful manner;
- Must possess above-average organization skills and demonstrated problem-solving skills;
- Demonstrated ability to communicate effectively with others;
- Attention to detail;
- Possess a valid Class 5 Drivers License and is willing to travel, at times extensively, to the project schools;
- Provide a satisfactory clearance of criminal records and provincial child abuse registry checks;
- Adhere to MFNERC policies and administrative procedures with specific attention to attendance and professional ethics;
- Appreciation and respect for First Nations education reform strategies;
- Awareness of communication systems, networks, and protocol among First Nations communities and organizations; and

- Respect the philosophy that the answers are within First Nations; each First Nation is distinct, as well as recognize the importance of First Nations languages and cultures, applied research and early childhood programming in education reform.

**To Apply;** send your resume, cover letter and (3) professional references to:  
[employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490

**Deadline:** 9:00 am on Tuesday April 7, 2026

Preference will be given to qualified First Nations applicants and are asked to self-declare on application. All applicants must be entitled to work in Canada. *Please visit our website [www.mfnerc.org](http://www.mfnerc.org) or scan QR code for complete MFNERC Employment Listing:*

