

FIRST NATIONS EDUCATION PROGRAM DEVELOPMENT LEAD

Job Ad: 400-26-008

POSITION OVERVIEW

The First Nations Education Program Development Lead will report directly to the Director of Languages and Cultures (or designate). This is a full-time position based in Winnipeg, MB, with travel to First Nations communities across Manitoba as required.

The First Nations Education Program Development Lead will be responsible for leading the design, development, and implementation of culturally responsive education programs and resources that support Manitoba First Nations schools. This role will collaborate with Elders, Knowledge Keepers, educators, and community representatives to ensure programming reflects First Nations worldviews, languages, and traditions, while aligning with provincial and national education standards where appropriate.

KEY RESPONSIBILITIES

Program Development & Leadership

- Lead the planning, development, and delivery of First Nations-focused education programs, curriculum, and resources.
- Ensure that programs integrate First Nations languages, cultures, and perspectives.
- Research, analyze, and adapt best practices in First Nations education to fit the unique needs of Manitoba First Nations schools.
- Develop program frameworks, goals, and evaluation measures to ensure effectiveness and sustainability.

Collaboration & Engagement

- Work closely with First Nations communities, leadership, Elders, and Knowledge Keepers to guide and validate program content.
- Engage with teachers, administrators, and education staff to identify needs and co-develop practical resources.
- Foster partnerships with governments, post-secondary institutions, and other organizations to advance First Nations education priorities.

Capacity Building & Training

- Provide professional development, workshops, and training sessions for educators in program areas.
- Support school staff in implementing newly developed programs and resources.
- Mentor program staff and ensure knowledge sharing across the MFNERC team.

Administration & Reporting

- Prepare project plans, work plans, and reports as required by MFNERC leadership.
- Manage program budgets and timelines effectively.

- Track progress and report on program outcomes, including success stories and challenges.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Education, Indigenous Studies, Curriculum Development, or related field (Master's preferred).
- Minimum of 5 years of experience in program or curriculum development, preferably in First Nations education contexts.
- Experience working directly with First Nations communities, Elders, and Knowledge Keepers.
- Demonstrated leadership experience managing projects, staff, or educational initiatives.

Knowledge, Skills & Abilities

- Strong understanding of First Nations histories, cultures, languages, and education priorities in Manitoba.
- Knowledge of provincial and national curriculum frameworks and how to adapt them to First Nations contexts.
- Excellent communication, facilitation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders in respectful and culturally sensitive ways.
- Strong project management, organizational, and problem-solving skills.
- Proficiency in MS Office and project management tools.
- Willingness and ability to travel to First Nations as required.

Assets

- Fluency or working knowledge of a First Nations language.
- Previous work with First Nations-led organizations.

Working Conditions

- Full-time role based out of the MFNERC office, with flexibility for travel.
- Engagement with communities may require evening or weekend availability.

Interested applicants are invited to submit their resume and cover letter (please state position title, quoting *Job Ad #*), along with (3) professional reference listings (including recent employer reference) to:

Human Resources

Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: employment@mfnerc.com | Fax: 204.942.2490

Preference will be given to qualified First Nations applicants and are asked to self-declare on application. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website www.mfnerc.org or scan the QR code for the complete MFNERC Employment Listing:



Posted: October 10, 2025