



Competition No.: **2026-033**
Position: **Community Program Facilitator**
Classification: **PW Salary Scale: \$58,317.29-77,022.48**

- Full-Time (dependent on funding)
- Travel required
- Preference will be given to internal candidates
- An eligibility list may be established for future openings

Conditions:
Department: **Family Preservation Unit**
Location: **Southeast Communities, touch down in Winnipeg.**
Closing Date: **May 26, 2026**
Email: hr@secfs.ca Fax **204-594-0499**

Vision - Mino Pimatziwin

Living a good life for our children, families and communities now and for our future

Mission- Southeast Child and Family Services supports the children, families, and communities with providing respectful, caring, and supportive preventative and protection services to promote the well-being and safety of the children, families, and communities.

Position Overview: Reporting to the Director of the Family Preservation Unit, the Community Program Facilitator develops and delivers culturally informed programming with a primary focus on sport, recreation, music, and creative activities. Including life skills, parenting, and therapeutic supports across eight (8) Southeast First Nation communities. This role supports program planning, coordination, and implementation to ensure services are engaging, culturally respectful, and responsive to community needs. Strong facilitation, organization, and relationship-building skills are essential, along with professionalism and confidentiality. The Community Program Facilitator is responsible for creating safe, inclusive, and nurturing environments that encourage participants to discover their strengths, build confidence, develop resilience, and foster positive relationships.

RESPONSIBILITIES:

- Develop and deliver engaging, interactive, and responsive programming in our eight Southeast communities that includes but is not limited to: cultural and land-based activities; parenting programs; pre-employment training programs; life skills enhancing workshops; recreational activities and therapeutic groups.
- Develop and facilitate sports, recreation, music, cultural, and creative programming for children and youth.
- Coordinate physical activities, recreational events, wellness initiatives, and community engagement activities.
- Schedule facilities and develop materials required for program delivery.
- Network to create and maintain positive and respectful relationships with community partners.
- Collaborate with community partners to execute outreach and marketing of programs to maximize participation.
- Promptly respond to program inquiries from community members, partners, SECFS staff and others.
- Maintain accurate records including bi-weekly report of activities, attendance and incident reports
- Maintain confidentiality at all times.
- Assist with monthly planning of programming and coordinating special events and functions.
- Participate in ongoing program assessment, review and evaluation to identify gaps and opportunities to enhance program content, delivery and engagement.
- Identify trends and evaluate current activities, programs and workshops to ensure a high degree of innovation and quality of services.
- Other duties as assigned.

QUALIFICATIONS:

- Post-secondary Degree or Diploma are preferred in Child and Youth Care, Social Services, Recreation, Education, Social Work, Kinesiology, Indigenous Studies, or a related field preferred.
- At least two (2) years of related experience (an equivalent combination of experience and education may be considered).
- Experience facilitating sports, recreation, music, land-based, wellness, or creative programming.
- Working knowledge of Anishinaabe cultural beliefs, values, ceremonies, and teachings.
- Demonstrated ability to work respectfully and effectively with First Nation communities (i.e., leadership, children, families, colleagues, collaterals) with an understanding of the eight Southeast communities.
- Ability to maintain strict confidentiality and professional boundaries.
- Proficiency with Microsoft Office (i.e., Excel, Word, Outlook, PowerPoint), and internet-related research.
- Self-motivated with the ability to work independently and as part of a multi-disciplinary team.
- Required to manage a flexible work week schedule, including evenings, overnights and weekends.
- Skilled in articulating ideas verbally and in writing.
- The ability to speak or understand Anishinaabemowin is an asset.
- Mandatory travel to eight Southeast Communities via vehicle, small boat, helicopter, float plane, plane and Winter Road.
- Valid Drivers License and use of a personal vehicle.
- Satisfactory Criminal Record, Child Abuse Registry Checks and Prior Contact Checks.

Preference will be given to Southeast members and Indigenous (First Nations, Métis, or Inuit) candidates meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.**

We thank all applicants; however, only those candidates selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.