

PROJECT COORDINATOR – UCN DRIVER TRAINING

Community and Industry Solutions

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We are one of Manitoba's Top Employers and offer a generous Total Compensation Package with health benefits, a great pension plan along with the opportunity for personal and professional growth including tuition waivers.

DUTIES

Reporting to the Associate Vice-President Community and Industry Solutions, the Project Coordinator – UCN Driver Training will manage the project activities of the Class 1 – 5 Driver Training program within UCN. These activities include the development of programming documents and processes, and the new setup of Class 1, 2, 3 and 4. Ongoing maintenance of the project database, intake and assessment of trainees, coordination of logistics such as training space, instructors and fleet vehicles. The Project Coordinator will be responsible for maintaining all relevant Manitoba Public Insurance (MPI) training tools and documentation and will work with various organizations across northern Manitoba to promote the project and assist with student accessibility. Regular reporting analytics and presentations will be required.

REQUIRED QUALIFICATIONS

- Experience in project management or coordination
- Ability to work effectively with Indigenous peoples and northern residents
- Effective organizational skills with the ability to prioritize and meet strict timelines
- Ability to maintain accurate records and regular reporting requirements to stakeholders
- Excellent computer skills with proficiency in MS Office 365 and ability to use Zoom and/or Teams
- Excellent interpersonal skills including professional communication skills with the ability to communicate with partners
- Ability to maintain a high degree of confidentiality and handle sensitive information
- Ability to take initiative, work independently as well as part of a team in a fast-paced work environment, multitask and meet deadlines
- Commitment to life-long learning

ASSETS

- Knowledge and understanding of Indigenous cultures
- Ability to speak an Indigenous language
- Knowledge of Manitoba Public Insurance (MPI) Driver Education Training

CONDITIONS OF EMPLOYMENT

- Candidates must be legally entitled to work in Canada
- Must be willing to travel and work in different locations as required
- Satisfactory Criminal Record Check and Child Abuse Registry Check and Adult Abuse Registry Check
- Valid class 5 driver's license, or equivalent

Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)

UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities and visible minorities. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.

Please indicate in your subject line the competition number for which you are applying.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 – and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

COMPETITION TYPE
Open Competition to the Public

COMPETITION NUMBER
26-110

CLOSING DATE
October 27, 2026 will remain open until filled

SALARY RANGE
\$35.17 to \$44.73 per hour
plus remoteness allowance if applicable

POSITION CLASSIFICATION
Administrative Officer 3
(under review)

POSITION LOCATION
Flin Flon, The Pas or Thompson, Manitoba

POSITION TYPE
Full-Time Term Position from October 1, 2026 to March 31, 2027

APPLY TO
Email: hrinfo@ucn.ca (PDF preferred format)
University College of the North,
Attention: Human Resources
P.O. Box 3000 R9A 1M7
Fax: (204) 623-4414