

Job posting for MSAAP Project Facilitator

Posting: MSAAP Project Facilitator

Location: Winnipeg, MB - in office

Start Date: June 1st 2026 - March 31 2027

Hours: 22.5 hrs/week

Hourly Rate: \$30.304/hr

The Manitoba Harm Reduction Network (MHRN) and all of our sites are located on Indigenous land. Specifically, we are located on Anishinaabe, Ininew, Oji-Cree, Dene, Dakota land and are also in the homeland of the Metis Nation. Our central office is in Treaty 1 and we have been invited to work in Treaty 1, 2, 3, 4, and 5 territories. The MHRN recognizes the importance of decolonizing our services in the spirit of reconciliation ensuring the TRC Calls to Action are applicable within our core operational activities.

The MHRN is a provincial network working towards ensuring harm reduction is universally practiced, by individuals, organizations and systems, to address STBBI and substance use. The mandate of the MHRN is to coordinate efforts and support harm reduction within and across jurisdictions. MHRN strives to provide services in a way that is kind and respectful, while reflecting the passion people have for their communities.

We are an equal opportunity employer and encourage applications from Indigenous people, LGBT2SQ*, people of colour, people with disabilities and people who use drugs.

Job Summary

Reporting to the Projects Manager (Veda Koncan) with day-to-day coordination from the Winnipeg Network Coordinator (Jonny Mexico), the Project Facilitator coordinates the MHRN collaboration with the Main Street Area Action Plan. This workplan includes regional initiatives, supporting the work of People Who Use Drugs and coordinating education workshops logistics and execution. The Project Facilitator will also support the work of the Winnipeg Harm Reduction Network.

Education (minimum requirements)

- High School Diploma or GED equivalent

Job Description

Physical/ mental demands and work environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read computer screens and printed documents.
- Ability to communicate well with employees and clients.
- Interact with employees, various management levels and the public at large.
- Ability to lift up to 25 lbs.
- Repetitive work.
- Overtime may be required.

- Some occasional travel required.
- Environment may be noisy.
- May be exposed to persons suffering medical emergencies, including but not limited to drug poisonings or drug overdoses.

The job is located at the MHRN site in Winnipeg, at the head office on Sherbrook St. It is primarily an in office position, but will also require work within the community and some at-home hours. The job requires the incumbent to be sitting at a computer desk as well as mobility to set up and take down for meetings and other activities in the workplan.

Regular working hours fall between 8:00 am - 6:00pm, Monday through Friday. Occasional evening and weekend shifts may be required. Some travel is required. A valid Class 5 driver's license is an asset.

Duties & Responsibilities

Using a harm reduction, trauma informed, anti-racist, and culturally grounded approach, the Employee agrees to provide services to the Employer aligned with their skill set, as per job description).

- Execute activities in the Main Street Area Action Plan agreement (MSAAP)
- Includes supporting the work of People Who Use Drugs
- Maintaining registration, logistics and planning of education sessions
- Attend and support education sessions
- Supporting community clean ups in the Main Street Area
- Supporting the implementation of harm reduction practices in the community
- Attend and/or provide support for meetings of MSAAP Harm Reduction Committee and MSAAP council
- Documentation of activities including reports, meeting minutes, etc
- Other activities at the discretion of the Winnipeg Network Coordinator

Evaluation & Administration

- Maintain program statistics, documentation, and participate in ongoing program evaluation and reporting.
- Participate as a collaborative and supportive team member.
- Participate in agency events and activities.
- Comply with agency policies and procedures, including but not limited to maintaining confidentiality of participants and business operations in accordance with MHRN procedures and policies.

Other duties

- Responsible for Finance Management of program budgets and reporting requirements:
 - Responsible for following program budgets
 - Responsible for submitting all financial documents
 - Responsible for managing and reconciling petty cash expenses
 - Responsible for producing program reports
- Assist with the development and administration of evaluation tools according to workplans
- Responsible for ensuring that necessary materials & equipment for activities are in stock
- Identify, develop, and/or participate in appropriate networks and coalitions
- Responsible for day to day operations of the office
- Assist with event planning, including conferences
- Follow all policies and procedures of the Organization
- Other duties as delegated by Winnipeg Network Coordinator and managers

The Employee further agrees that position titles, job duties, responsibilities, and expectations can change to meet the needs of the Organization.

Authority & Accountabilities

Reporting:

This position reports to the Project Manager, with support of the Winnipeg Network Coordinator.

Accountability

Under this Agreement, in addition to the Job Description, the Employee is accountable for the following:

- The deliverables in the respective funding workplan
- Financial management of respective budget
- The evaluation requirements of the funding agreements
- Maintain positive working relationships with coworkers, community partners, network members, and peer advisory council members.

Qualifications/ Key Competencies

- The position requires experience with:
 - working with people who use drugs and experience colonial and structural violence
 - working with people who face barriers to accessing western services
- Lived experience is an asset.
- Understanding of harm reduction practices, and the needs of People Who Use Drugs (PWUD).
- Knowledge of HIV, hepatitis C, and other STBBIs, gender and sexual diversities, sex work, and related issues an asset.
- Ability to manage conflict, mitigate/respond to stressful situations and engage traumatic stories.
- Ability to listen with care, treat people with respect and dignity, and respond to each individual's unique needs with a non-judgmental approach.
- High ethical standards and professionalism with a demonstrated ability to maintain confidentiality and appropriate boundaries including FIPPA and PHIA.
- Ability to work independently, as well as a member of a team
- Basic computer skills necessary, and familiarity with Google Suite programs a plus.
- Current Non-Violent Crisis Intervention (NVC) or MANDT, Suicide Intervention (ASIST), and First Aid/CPR certifications an asset.
- Environment can be noisy at times.
- Effective written, verbal and non-verbal communication skills and networking abilities.
- Experience in the provision and maintenance of budgets and finance management.
- Subject to vulnerable persons and criminal record check

How To Apply

Please submit your resume and cover letter by email before 4pm on **May 6th, 2026** to humanresources@mhrn.ca with **APPLICATION - MSAAP Project Facilitator** in the subject line.

Applicants are to clearly demonstrate how they satisfy the qualifications above and work from a harm reduction approach in their cover letter. Only those selected for interviews will be contacted