



## Job Posting

### Commercial Tobacco Reduction Facilitator Assistant

**\* 2 Temporary Positions - May to August 2026 \***

#### About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

**The Government of Canada funded this job through the Canada Summer Jobs program. To apply for this job, you must:**

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.

#### Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Hourly wage is \$16.00/hour.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

**Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.**

**\*Reasonable accommodation is available upon the applicant's request. \***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

**Closing Date:** all applications must be received by **May 8<sup>th</sup>, 2026, at 4:00PM.**

**How to Apply:** Apply on our website and specify the position of interest <https://serdc.mb.ca/careers>.

<b>Job title</b>	<b><i>Commercial Tobacco Reduction Facilitator Assistant</i></b>
<b>Reports to</b>	<i>Commercial Tobacco Reduction Supervisor</i>
<b>Department</b>	<i>Health Clinical Services</i>

### **Job Purpose**

Under the direction of the Commercial Tobacco Reduction Supervisor, the Commercial Tobacco Reduction (CTR) Assistant assists the CTR Facilitators in all activities carried out in the Southern Manitoba First Nations Commercial Tobacco Reduction Strategy.

### **Duties and Responsibilities**

#### **1. Commercial Tobacco Reduction Program Support**

- Support the Tobacco Facilitators in all aspects of the program, including awareness activities, education, and cessation initiatives.
- Assist in the research, development, and design of educational materials and presentations, using current research and statistical data.
- Help with data collection and documentation to support program planning and reporting.
- Provide general administrative support to the team, including organizing materials and coordinating tasks.

#### **2. Community Engagement and Events**

- Assist with growing traditional tobacco in community gardens.
- Participate in community events such as Health Fairs and Treaty Days, as requested.
- Provide logistical and planning support for the Annual Youth Gathering and other community-based initiatives.

#### **3. Other related duties as assigned.**

### **Qualifications/Skills**

#### **Education**

- Grade 12 diploma or equivalent.

#### **Knowledge, Skills and Experience**

- Two (2) Proficiency in Microsoft Office software programs.
- A positive, professional, manner
- Knowledge of the various types of commercial tobacco and their overall effects.
- Knowledge of the differences between commercial and traditional tobacco.
- Knowledge of gardening and growing tobacco, including seed starting, planting, maintenance, harvesting and drying traditional tobacco.

- A team player with knowledge and understanding of health promotion and social determinants of health.
- Demonstrated knowledge and/or experience of the culture, traditions, teachings, ceremonies and practices of Indigenous people will be considered an asset.
- Position is subject to a Criminal Record Check, including Vulnerable Sector Search and Adult and Child Abuse Registry Checks.
- Ability to speak Ojibwe an asset.

### **Working Conditions**

- **This is a term position tentatively from May 4 to August 21, 2026.**
- Generally, work in an office environment – fast paced and busy at times.
- Work a standard work week of 35hrs.

### **Physical Requirements**

- Ability to travel to and participate in community events and gatherings, sometimes in outdoor or remote settings.
- Capable of lifting and carrying materials or equipment up to 30 lbs (e.g., displays, supplies, tobacco plants).
- Comfortable standing or walking for extended periods during events or community outreach.
- Ability to perform light gardening tasks such as planting and tending to traditional tobacco.
- Able to work at a computer and desk for administrative tasks for extended periods.