

## THE CITY OF WINNIPEG JOB POSTING

**POSTING NO.:** 111167  
**POSITION:** Aboriginal Finance Internship (Temporary)  
**DEPARTMENT:** Chief Financial Office  
**LOCATION:** 2nd Floor – 510 Main Street  
**SALARY:** \$1,275.38 - \$1,373.49 bi-weekly  
**HOURS OF WORK:** 8:30 a.m. – 4:30 p.m.  
**EMPLOYEE GROUP:** WAPSO  
**CONTACT PERSON:** Tracey Patterson-Mendrun, HR Consultant    **PHONE NO.:** (204) 986-2582

**POSITION REPORTS TO:** Chief Financial Officer

### POSITION SUMMARY:

Oshki Anishinabe Nigaaniwak, the City of Winnipeg's Aboriginal Youth Strategy's, mission is to give Aboriginal youth positive opportunities in the community and civic system by bridging and providing culturally appropriate programs and supports related to employment, literacy and recreation to increase resiliency, self-sustainability, pride and future opportunities.

In partnership with Oshki Anishinabe Nigaaniwak, the Office of the Chief Financial Officer will offer an exciting opportunity to an Aboriginal Youth between the ages of 18 and 30 to work from July – September 2014 in order to gain marketable skills in the area of financial management.

### DUTIES AND RESPONSIBILITIES:

The Office of the Chief Financial Officer provides support and advice to the Chief Administrative Officer, the Standing Committee on Fiscal Issues, the ASD Committee, Executive Policy Committee, and Council regarding the management of the Corporation's financial resources.

The Internship will be housed within this environment and be tailored to meet the needs and goals of the successful candidate. The Intern will be provided the opportunity to gain experience in a wide variety of settings, including risk management, materials management, accounts payable, assessment and accounting, or be very specific to one area of focus.

The Intern will be exposed to hands on learning experiences within the chosen area(s) of work, designed to develop and/or hone skills related to future studies and employment. A complete learning plan will be developed once an Intern is secured and they have chosen their goal area. The Intern will work in close partnership with Project Leads from their chosen area of interest and will be given direction and feedback on all work completed.

### QUALIFICATIONS:

1. Must be of Aboriginal descent and between the ages of 18 and 30.
2. Currently enrolled or graduated from post-secondary program in an area of financial management.
3. Demonstrated ability to plan and organize work effectively and to identify and resolve problems independently.
4. Demonstrated ability to communicate effectively, both orally and in writing, and to establish and maintain effective working relationships with staff at all levels of the organization and external contacts.
5. Demonstrated ability to handle sensitive discreetly and appropriately, and maintain confidentiality at all times.
6. Ability to work with Microsoft Suite and to effectively utilize a keyboard and software in the production of reports, for communicating, and for accessing and sharing information.
7. Proficiency with Excel and Word at an Advanced Level.

### CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG: (The City of Winnipeg is using the Lominger Competency Model®)

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

**For more information on competencies visit: Competencies;**

<http://citynet/hrintra/wkforce/CompetencyModelDevelopment/competencies.stm> or contact your HR representative.

### NOTES:

1. Applicants may be required to undergo testing to determine their knowledge, abilities and skills as they relate to the qualifications of the position.
2. Applicants are required to include a resume with their application.
3. The successful applicant will be required to obtain and provide, at their expense, a Criminal Record Check from the City of Winnipeg Police Department.

### **APPLY ONLINE (PREFERRED METHOD) OR SUBMIT APPLICATION TO:**

Recruitment Coordinator  
Corporate Support Services Department  
5<sup>th</sup> Floor, 510 Main Street, Wpg, MB R3B 1B9

**IF NOT APPLYING ONLINE, APPLICATIONS MUST BE SUBMITTED ON THE [STANDARD APPLICATION FOR BULLETINED POSITION](#) FORM AVAILABLE IN ALL DEPARTMENTS**