



## ODAWA NATIVE FRIENDSHIP CENTRE

### EMPLOYMENT OPPORTUNITY

#### **FULL-TIME: Wasa-Nabin Program Coordinator**

**Deadline for applications: Until Filled**

The Odawa Native Friendship Centre (ONFC) is a non-profit organization serving the Indigenous community in the Ottawa-Carleton Region of Eastern Ontario and surrounding communities.

The Vision of ONFC is to ensure a thriving and resilient community. Odawa strives to enhance the quality of life of Indigenous People in the Capital region; to maintain a tradition of community, an ethic of self-help and development as well as to provide traditional teachings from our elders.

#### **JOB SUMMARY**

The Wasa-Nabin program provides urban Indigenous at-risk youth age 13 – 18 with support, tools and healthy activities, which will build upon and foster their inherent ability to make healthy choices. Program areas include provision of social supports, youth in care, health and physical development, education, justice, and addressing violence. The Wasa-Nabin Program Coordinator shall be responsible to ensure the development and implementation of a full range of culturally based program services.

#### **REQUIREMENTS**

- Post-Secondary diploma or degree in related field such as psychology, social work or equivalent education and experience with emphasis on Indigenous youth and Native Studies or a combination of equivalent and relevant education, skills and abilities as determined by the employer.
- Must have experience in program planning, development, implementation, data collection and evaluation.
- Must possess strong written and oral communication skills.
- Must possess skills and experience in presenting educational workshops and facilitating groups.
- Knowledge of social, cultural and recreational needs and interests of youth.
- Must have excellent computer skills; strong working knowledge of MS Word & data entry.
- Must have the ability to meet deadlines in a timely manner with minimal supervision.
- Must have the ability to work as a team player and be capable of coordinating activities with other Friendship Centre programs.
- Must have knowledge of the Friendship Centre and various programs provided throughout the community.
- Must have knowledge of the Indigenous Culture and the social reality that Indigenous youth experience in urban settings.
- Must possess current First-Aid/CPR certification or be willing to be certified.
- A clear Criminal Reference Check (CRC), Vulnerable Sector, will be a condition of the employment offer.
- Candidate may be asked to work flexible hours to deliver programming, this may include weekends

- Must possess a valid Class G driver's licence (Class "F" is preferable or a desire to obtain) with a good driving record; will be required to provide Driver's Abstract.
- Experience with Indigenous Education and/or Special Education Programs.
- Demonstrated ability to work as a member of a team and to complete tasks with little supervision.
- Ability to submit reports and meet deadlines in a timely manner.

#### **WORK ENVIRONMENT**

- Flexibility and adaptability are necessary in our fast-paced organization.
- Working conditions are normal for an office environment.
- Work regular business hours with some overtime when required.
- Evening and weekend work when necessary.

#### **SALARY**

To be determined based on experience and education.

If you are interested and meet the above criteria and are fully vaccinated, please send your cover letter and résumé telling us why you think you'd be a great addition to the ONFC team to [rmayes@odawa.on.ca](mailto:rmayes@odawa.on.ca).

**Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.**

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.