



## ODAWA NATIVE FRIENDSHIP CENTRE

### EMPLOYMENT OPPORTUNITY

**FULL-TIME** Registered Early Childhood Educator –  
Ottawa **Deadline for applications:** December 9, 2022

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#### JOB SUMMARY

We are looking for a Registered Early Childhood Educator to join our dynamic Early On team. As a member of the Early On team, the candidate will be involved in coordinating and communicating classroom activities, team meetings, classroom supplies, health regulations, and compliance to all Ministry and City regulations. All planning and programming will fall under the 'How Does Learning Happen' (HDLH) and Ministry Pedagogy.

The RECE will work closely with the team to plan implement and execute programming for children and their families aged 0-6. RECEs are responsible for planning and implementing activities that stimulate learning, and foster development in all areas, Emotional, Social, Cognitive, Physical and Cultural development. RECEs also have administrative roles and must assist in large centre planning, as well as researching and compiling statistics and adhering to all ONFC policies and procedures.

#### REQUIREMENTS

- A diploma or degree in Early Childhood Education or related field. Must be willing to complete the Early Childhood Education Program on line as a requirement for employment if sourced from a related field.
- Three years' experience working in a team environment to plan, implement and evaluate activities for children and their families 0-6 years of age with a focus on cultural inclusion.
- Understands systemic issues faced by urban Indigenous communities.
- Work cooperatively and effectively with others to reach a common goal.
- Prevent conflict and share resources to encourage symbiotic relationships within the organization.
- Attends to details and pursues quality in the accomplishment of tasks.
- Understands and implements "How Does Learning Happen" in day to day classroom activities.
- Current first aid, Level C with Automated External Defibrillator (AED) training.
- Vulnerable Sector police check.
- Understand and implement all Ministry of Education pedagogy and expectations.

#### RESPONSIBILITIES

- Design, present and offer community programs.
- Participate in the design execution and roll up of family programming.
- Gather relevant statistical information.
- Ensure the safety of staff and community members.
- Responsible for seeking out and supporting staff in funding opportunities, i.e. request for proposals, grants and other forms of funding.
- Assist with and attend all program and centre meetings.

**WORK ENVIRONMENT**

- 1) Flexibility and adaptability are necessary in our fast-paced organization.
- 2) Working conditions are normal for an office environment.
- 3) Work regular business hours with some overtime when required.
- 4) Evening and weekend work when necessary.
- 5) Occasional work-related travel within Canada.
- 6) As this position involves working with the public, you must be double vaccinated.

**SALARY**

To be determined based on funding, experience and education.

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

**Indigenous (First Nations, Inuit or 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.