



**Ndinawemaaganag Endaawaad Inc.**

**EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**May 17, 2023**

<b>Position:</b>	Program Facilitator, <b>TERM</b>	<b>Program:</b>	Ganawenindiwig
<b>Salary:</b>	\$19.19 hourly	<b>Location:</b>	650 Burrows Avenue
<b>Classification:</b>	Full Time, One Year Term	<b>Hours of Work:</b>	80 hours bi-weekly; days with some evenings and weekend availability
<b>Reports To:</b>	Program Manager, CYC	<b>Closing Date:</b>	May 31, 2023

**General Responsibility:** The Program Facilitator assists in the planning and implementation of youth training aimed at increasing pre-employment, employability skills, and life skills. The Program Facilitator assumes all duties and responsibilities in accordance with Ndinawe’s philosophy, direction, and policy standards.

**Role Responsibility:**

- Facilitating the skill development of youth through curriculum facilitation, role modeling, and actively engaging them in hands on learning.
- Develop and maintain strategic partnerships with resources and services that support the goals of the program.
- Develop and maintain positive relationships with youth based on trust, respect, and confidentiality.
- Provide supervision and support to youth attending the training program promoting safety and respect among all participants.
- Respond to crisis/emergent situations as required.
- Ensure appropriate documentation of interactions with youth, and incident reports as required.
- Maintain program statistics, complete written reports, and evaluation processes as required.

**Qualifications Required:**

- Education in relevant humanities/social development field or a combination of education, employment experience, personal experience and/or volunteer work.
- Demonstrated excellence in communication skills, both written and oral.
- Demonstrated reliability in time management.
- Ability to establish relationships with youth.
- Experience working with Indigenous people and possesses an understanding of Indigenous culture and spirituality.
- Proven capacity to effectively plan and implement programming.
- Positive, respectful, flexible in times of crisis and urgency.
- Skill in organizing resources and establishing priorities.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Ndinawe Human Resources, Ndinawemaaganag Endaawaad Inc.

**Email:** [recruitment@ndinawe.ca](mailto:recruitment@ndinawe.ca)

Deadline for applications is no later than **May 31, 2023 @ 4:00pm**

**\*We thank all applicants for their interest; however only those candidates selected to an interview will be contacted. As an Indigenous employer preference will be given to First Nations, Métis, and Inuit applicants**