



**Ndinawemaaganag Endaawaad Inc.**

**EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**2024 -025**

<b>Position:</b>	Assistant Manager	<b>Program:</b>	Ndinawe Safe House
<b>Salary:</b>	\$52,000 annually	<b>Positions to be Filled:</b>	1
<b>Classification:</b>	Full Time	<b>Hours of Work:</b>	80 hours bi-weekly
<b>Reports To:</b>	Site Manager	<b>Closing Date:</b>	Open Until Filled

**General Responsibility:**

The Assistant Manager is responsible for creating and maintaining a safe, welcoming environment. This Assistant Manager is responsible for participating in the oversight of program development, coordination, and daily operation. The Assistant Manager assumes all duties and responsibilities in accordance with the organization’s philosophy, direction, and policy standards.

**Specific Accountability:**

- Provide key leadership on the implementation of organization policies, protocols, and standards ensuring that they are maintained amongst all staff and volunteers.
- Build capacity of staff to engage youth in meaningful relationships, be responsive to their needs and respond to challenges in a fair and consistent manner.
- Oversee program implementation and operation, ensuring program targets and reporting requirements are being met, and evaluations are completed as needed or requested.
- Engage youth and workers in development of case plans that identify the needs, set goals, and determine priority actions in developing a strategy to support the youth in meeting these needs and achieve desired goals.
- Assist the Manager in basic human resources tasks such as supervision and support of full time, part time, and casual staff.
- Assist with orientation and training of new programming staff and/or volunteers in procedures and practices.
- Respond to crisis/emergent situations as required.
- Participate in recruitment and hiring processes for programming staff vacancies in collaboration with Manager and Human Resources.
- Identify training needs of programming staff and volunteers in collaboration with Manager.
- Provide ongoing maintenance of the main floor programming space and ensure a timely response to identified repairs and maintenance needs in collaboration with Manager.

**Qualifications Required:**

- Post-secondary education in the social services field.
- Two years’ experience in a management or supervisory role.
- Demonstrated experience with administrative, human resources, program facilitation, and financial budgeting requirements.
- Strong understanding of the historical challenges experienced by Indigenous communities and the multi-generational impacts resulting from those experiences.
- Strong understanding of Indigenous cultures and values with the ability to incorporate into daily work.
- Demonstrated understanding of trauma informed approaches in working with urban Indigenous youth.
- Strong knowledge of the development needs of youth and the challenges relevant to them.

- Extensive knowledge of the community resources and services available to youth.
- Strong understanding of and capacity to respond to issues related to sexual exploitation, homelessness, addictions, suicide, youth gangs, etc.
- Ability to maintain a high level of independence and self-initiative.
- Working knowledge of the Child and Family Services Act.
- Excellent interpersonal skills with reliability and consistency in work performance.
- Strong motivational and leadership skills.
- Ability to establish and maintain effective working relationships.
- Exceptional organizational skills with reliability and consistency in work performance.
- Ability to establish and maintain effective, respectful relationships with youth and community.
- Ability to work under stressful conditions with an ability to respond effectively and positively in diverse situations.
- Proficient computer skills: MS Word, Excel, Internet, E-mail.
- 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)

**\*We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted. As an Indigenous employer, preference will be given to First Nations, Métis, and Inuit applicants. We encourage applicants to self-declare on their resume or cover letter.**