



ndinawe

NDINAWEMAAGANAG
ENDAAWAAD INC.

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2024 - 058

Position:	Educational Assistant	Program:	Programs and Services
Salary:	Starts at \$21.65	Location:	650 Burrows Ave
Classification:	Program Position	Hours of Work:	80 hours bi-weekly
Reports To:	Senior Manager	Closing Date:	Open until filled

General Responsibility: In collaboration with the team, and under the direction of the Senior Manager, the Educational Assistant is responsible for providing individual and group instructional assistance to participants of the program. This position requires the ability to assist youth in program training, skills development, and providing guidance in maintaining focus on essential tasks. The Educational Assistant assumes all duties and responsibilities in accordance with the philosophy, direction, and policy standards of Ndinawe.

Specific Accountability:

- Establish and maintain positive relationships with youth that emphasize trust, respect, and confidentiality.
- Assist with organizational tasks (photocopying, typing, etc.) and program preparation.
- Maintain attendance records.
- Collaborate with the Senior Manager to facilitate group and program activities as needed and be prepared to lead programming in the event of facilitator unavailability.
- Engage youth in activities that foster learning and support skill development.
- Assist youth in gathering and organizing information and materials, meeting deadlines and training requirements, reviewing documents, and preparing materials as assigned.
- Assist youth in resolving interpersonal conflicts.
- Build positive and respectful relationships with youth while creating an effective learning environment.
- Encourage motivation and active participation.
- Promote independence by reinforcing strategies that support the development of problem-solving skills.
- Implement strategies to enhance youth’s self-confidence.
- Maintain positive relationships with external agencies for the purpose of referrals.
- Support an environment that prioritizes safety and respect.
- Communicate clearly and respectfully, using the appropriate language and tone for the situation.

- Engage with staff in a way that fosters positive relationships.
- Work collaboratively and cooperatively to support programming; providing both individual and group assistance as needed.
- Identify work requirements and timelines from written and verbal instructions, asking for clarification when needed.
- Assemble, organize, collate, and construct materials according to facilitator direction.
- Oversee the operation, maintenance, and safe use of specialized devices, equipment, and technologies by youth, ensuring safety protocols are followed.
- Perform other duties consistent with the job description and approved Ndinawe services, personal policies and procedures.

Qualifications:

- 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.
- Proven time management skills.
- Ability to establish relationships with youth.
- Experience working with Indigenous people and possesses an understanding of Indigenous culture and spirituality.
- Strong background working with people whose experiences include sexual exploitation, addictions, justice involvement, and trauma with knowledge and understanding of current and available community resources in these areas.
- Positive, respectful, flexible in times of crisis and urgency.
- Skilled 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

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