



Ne-Chee Friendship Centre

Requires a

INDIGENOUS EARLYON COORDINATOR

The Ne-Chee Friendship Centre is looking for a motivated individual who has a strong work ethic, teachable skills and positive attitude to join our team.

Ne-Chee Friendship Centre is an urban Indigenous organization that is governed by a community-based Board of Directors; EarlyON Child and Family Centres provide opportunities for children from birth to 6 years of age to participate in play and inquiry-based programs while offering support to parents/caregivers in their roles.

RESPONSIBILITIES

- Responsible for the day-to-day operation of the Centre
- Ensure that the Centre is community-based, and offers culturally relevant programming that aims to improve the physical, emotional, mental and spiritual well-being of off-reserve Indigenous children, ages 0-6 years
- Coordinate, plan and facilitate programs for parents and children
- Prepare and present workshops as well as coordinating workshops; plan and carry out activities with children; provide community outreach
- Prepare monthly reports
- Attendance as required at meetings and events which may occur on evenings and weekends
- Participate in local tables, committees and projects that support development opportunities
- Recommend and participate in poverty reduction strategies that promote local solutions for families
- Participate in community capacity building initiatives that promote wellness, poverty reduction, and sharing of local resources
- Perform other duties as assigned

QUALIFICATIONS

- Preference given to those who possess a two-year diploma in Early Childhood Education and registered with the College of Early Childhood Educators
- At least two years' experience in a related childcare field
- Excellent communication skills both written and oral
- Demonstrated proficiency in Microsoft applications
- Previous experience working with Indigenous persons and community organizations
- Practical knowledge of Indigenous values, traditions, culture, and practices
- Highly organized and able to work with minimal supervision to meet deadlines
- Valid driver's license and access to a reliable vehicle
- First Aid/CPR training a definite asset
- Positive attitude & capacity to act as a healthy lifestyle role model

DEADLINE: Open until position is filled **SALARY:** \$48,000 to \$50,000 to start

Comprehensive benefit package including a pension plan

A Current Criminal Records Check will be required upon offer of employment

Preference will be given to Indigenous applicants. Please self-identify upon applying

Please submit your **resume** along with a **cover letter** to: Brianna Boucha-Human Resources Manager, **Ne-Chee Friendship Centre**: 326 2nd Street South, Kenora, ON P9N 1G5 Fax: (807) 468-5340 E-Mail:

criminalcourtwork@nechee.org

We wish to thank all applicants, however, only those selected for an interview will be acknowledged