



NE-CHEE FRIENDSHIP CENTRE
Requires an
EarlyON Coordinator
For our Indigenous EarlyON Program

The Ne-Chee Friendship Centre requires a highly skilled individual with the demonstrated ability to work independently as well as part of a team. The EarlyON Coordinator is responsible to the policies and directions as determined by the Board of Directors of the Friendship Centre and under the direct daily supervision of the Executive Director.

RESPONSIBILITIES

- Responsible for the day-to-day operation of the Indigenous EarlyON Centre/Program
- 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
- Prepares and presents workshops as well as coordinating workshops; plans and carries out activities with children; provides community outreach
- Prepares monthly and quarterly 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

- Must possess a two-year diploma in Early Childhood Education and be 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

*** A Current Vulnerable Persons Check will be required upon offer of employment**

DEADLINE: OPEN UNTIL FILLED

Please submit your **resume** along with a **cover letter** to: **Ne-Chee Friendship Centre** - 326 2nd Street South, Kenora, ON P9N 1G5 Fax: (807) 468-5340 E-Mail: OfficeAdmin@nechee.org

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