



N'Amerind (London) Friendship Centre

260 Colborne St.

London ON N6B 2S6

Ph (519) 672-0131 Fax (519) 672-0717

EMPLOYMENT POSTING

Position: **Indigenous Homeward Bound Program Coordinator**
Term: Permanent
Wage: \$27.00/hr (starting)

Posting Date: **October 8, 2024** Closing Date: **October 23, 2024 at 4:00 pm**

The Urban Indigenous Homeward Bound Program Coordinator shall be responsible for the daily administration of the Urban Indigenous Homeward Bound program, its values, mission and vision. Extensive knowledge on Indigenous Womens pedagogies required, along with a demonstrated skillset of reducing barriers for Indigenous families. Knowledge of Indigenous community and history is crucial to supporting the Friendship Centre movement.

Qualifications:

- Education or experience equivalent to a bachelor's or higher in social work or 5years experience working within Indigenous communities.
- Strong understanding and awareness of Indigenous Peoples' contribution to our community.
- Knowledgeable about health, social and economic influences that impact Indigenous people in Niagara.
- Ability to liaise with case managers, facilitate workshops, and oversee comprehensive wraparound programming.
- Ability to file quarterly reports to funders, maintain files, and keep administrative aspects of program up to date.
- Experience managing a program budget, following financial controls, and reporting on financial goals of the program.
- Excellent skills in both written and oral communications
- Proficiency in MS Office 365 software an asset
- **Must have valid driver's license, Insurance and reliable vehicle.**
- **Must have or able to obtain a clear CPIC for the Vulnerable Sector**

Responsibilities:

- Responsible for the maintenance of effective partnerships with area organizations
- Responsible for the development and maintenance of program records.
- Provides monthly, quarterly and written reports as required.
- Manage resources and materials within the program budget.

- Assist in securing possible funding sources through proposals.
- Develops and maintains effective partnerships with program clients.
- Develops schedule of supports based on program description and work plan.
- Energetically promotes the availability of the program.
- Participates in relevant activities at community level.
- Actively begins to recruit program participants within the Aboriginal Community.
- To undertake any other such reasonable duties as maybe assigned from time to time.

Interested applicants please submit:

- Cover letter
- Resume
- The names of three Work Related references
- Copy of relevant certificate, diploma, degree
- Copy of drivers' abstract
- Vulnerable CPIC to:

Mail: **Hiring Committee**
Re: Indigenous Homeward Bound Program Coordinator
 N'Amerind Friendship Centre
 260 Colborne Street
 London, ON N6B 2S6

Email: **executive.director@namerind.on.ca**
Re: Indigenous Homeward Bound Program Coordinator

Fax: **(519) 672 0717**
Personnel Committee
Re: Indigenous Homeward Bound Program Coordinator

- All applications will be screened based on receiving a complete application package and according to the qualifications listed in the posting.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.

Application Deadline: **October 23, 2024 at 4:00 pm**