



N'Amerind (London) Friendship Centre
260 Colborne St
London ON N6B 2S6
Ph (519) 672-0131 Fax (519) 672-0717

EMPLOYMENT OPPORTUNITY

Position: INDIGENOUS FAMILY SUPPORT PROGRAM ASSISTANT
Term: Part-Time Permanent
Wage: Negotiable
Posting Date: October 16, 2024 **Closing Date:** October 31, 2024 at 4:00 pm

The N'Amerind (LONDON) Friendship Centre is centrally located in the urban Indigenous community of London and has been an active supporter of Urban Indigenous people since its incorporation in 1967. Under the direct supervision of the Indigenous Family Support Program (IFSP) Coordinator, the successful candidate will be an energetic, innovative person who will understand the Friendship Centre movement and its operations.

JOB SUMMARY

- Assist the IFSP Coordinator with the day-to-day operation of the Family Support Program geared towards children ages 6 months—6 years and their families
- Assist the IFSP Coordinator in ensuring that the children and family's needs are supported in a holistic, culturally based environment with an emphasis upon prevention through the formative years and goals of the program
- Assist in the development of instructional materials and teaching aids
- Work cooperatively with other N'Amerind programs
- Participate with other N'Amerind staff in Friendship Centre activities and events.
- Undertake any other such reasonable duties as may be assigned from time to time

QUALIFICATIONS

- Experience in facilitating family and child programming
- Knowledge and experience in working with Native Communities.
- Knowledge of Friendship Centre Movement
- Preference will be given to persons of Aboriginal ancestry
- Must possess a valid Class G driver's license

Please read the following very carefully. Incomplete submissions will not be considered.

Interested applicants must submit:

- A cover letter that demonstrates that you meet all the qualifications through your resume submission and why you believe you are the ideal candidate for the position
- Your resume
- A copy of all relevant educational degrees, diplomas and certificates including driver's license
- Three (3) written employment references including your current or most recent employer

INTERESTED APPLICANTS ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE INCLUDING:

- A CV and cover letter, in Word or PDF format
- **Two work related references and One-character reference**
- Copies of relevant certificate, diploma, degree

Mail or Hand Deliver: Personnel Committee
Re: Indigenous Family Support Program Assistant
N’Amerind Friendship Centre
260 Colborne Street
London, ON N6B 2S6

Email: oms@namerind.on.ca
Re: Indigenous Family Support Program Assistant

Fax: (519) 672 0717
Attention: Personnel Committee
Re: Indigenous Family Support Program Assistant

Note:

- All applications will be screened based on the receipt of a **COMPLETE APPLICATION PACKAGE**.
- 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.
- **All applicants understand and agree that by submitting a job application; at their cost, the Successful Candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of the job offer and the employment position.**

Application Deadline: October 31, at 4:00 pm