

Aboriginal Shelters of Ontario

PO Box 218, Southwold ON NOL 2G0

PH (519) 652-0888

Training Coordinator

FULL JOB DESCRIPTION

Contract Fee: \$61,376.93/annually, plus 5.5% Tax Free Savings Account, Employer-paid health benefits.

General Statement of Duties:

Under the direct supervision of the Executive Director of the Aboriginal Shelters of Ontario, the ASOO Training Coordinator is responsible to assist with the development of annual Province-Wide Training and Capacity Building sessions for ASOO Member Shelters – Shelter Leader and Staff; coordinate and implement training/capacity building sessions; research and assist with development of projects and initiatives that fulfill the goals and objectives of the Aboriginal Shelters of Ontario.

This position will be located at Oneida Nation of the Thames.

BASIC QUALIFICATIONS:

- Post-secondary diploma in social services and a minimum of five (5) years equivalent combination of knowledge, skills, and work experience in the area of coordinating events.
- Must have excellent knowledge of Microsoft Office, Zoom, Teams, MS Forms, etc.
- Must have knowledge of the mission and objectives of the organization.
- Previous work experience in an Indigenous shelter is an asset.
- Understanding of the impact of family violence on the individual, family, clan, community, and Nation from a rural, urban and remote perspective.
- Understanding relevant issues as they relate to Aboriginal shelters of Ontario.
- Experience writing reports.
- Must provide three written letters of reference.
- Must be able to provide a current and favourable Criminal Record Search including the Vulnerable Sector Screening Report.
- Must possess a valid Driver's License and provide a proven safe driving record as indicated by a Driver Record Search, reliable transportation and valid vehicle insurance.
- Preference will be given to applicants of Native ancestry.

GENERAL DUTIES:

- Coordinate training/capacity building sessions/events for Member shelters – leaders and staff
- Prepare invoices related to training/capacity building to the ASOO Executive Director for review and approval to process
- Prepare statistical reports upon completion of training and/or capacity building sessions
- Correspond to inquiries for ASOO that pertain to training and capacity building
- Maintain ASOO filing systems for training/capacity building sessions
- Conduct research as required
- Collaborate with coordination and implementation of other ASOO projects as required
- Assist the ASOO Executive Director and Shelter Mentor as required
- Extensive travel within Ontario required
- Other related duties as required

STATEMENT OF QUALIFICATIONS

Employee will fulfill the requirements of this position under the direction of the Aboriginal Shelters of Ontario Executive Director and be required to expand and enhance his/her knowledge, abilities and personal suitability and be able to demonstrate/implement these requirements on an ongoing basis.

BASIC REQUIREMENTS:

- Post Secondary diploma in social services and a minimum of 5 years equivalent combination of knowledge, skills and work experience in the area of coordinating events.
- Must have excellent knowledge of Microsoft Office, Zoom, Teams, MS Forms, etc.
- Must have knowledge of the mission and objectives of the organization.
- Previous work experience in an Indigenous shelter is an asset.
- Understanding of the impact of family violence on the individual, family, clan, community, and Nation from a rural, urban and remote perspective.
- Understanding relevant issues as they relate to Aboriginal shelters of Ontario.
- Experienced in report writing. Proposal writing is a definite asset.
- Extensive travel within Ontario required.
- Must provide three written letters of reference.
- Must be able to provide a current and favourable Criminal Record Search including the Vulnerable Sector Screening Report.
- Must possess a valid Driver's License and provide a proven safe driving record as indicated by a Driver Record Search, reliable transportation and valid vehicle insurance
- Preference will be given to applicants of Native ancestry.

KNOWLEDGE:

- Aboriginal Shelters of Ontario mission and objectives
- Understanding of family violence and the dynamics of abuse and its effects on Aboriginal women, children, youth, families and community
- Excellent working knowledge of Microsoft Office - Word, Excel and PowerPoint
- To effectively operate various meeting systems – Zoom, Teams, etc.
- Experience writing reports
- Experience with research development
- Awareness of traditional and non-traditional community resources
- Diversity in the Indigenous community's culture, values and customs
- Assimilation and the impact on the First Nations family system

ABILITY:

- To speak in public
- To work independently and with minimal supervision
- To follow the direction and instructions of the Executive Director or designate
- To adhere to the Aboriginal Shelters of Ontario Policies and Procedures
- To be sensitive and demonstrate respect for all forms of Indigenous cultures and protocols
- To communicate at a high oral and written level
- To initiate, develop and maintain quality time management skills
- To assess, prioritize and complete multiple responsibilities
- To maintain a good rapport with community resources, ASOO Member shelters and ASOO Associate shelters.
- To work flexible hours – evenings and weekends when necessary
- To be punctual
- To be physically able to lift up to 40 lbs
- To work in a structured environment
- To work well under stress

PERSONAL SUITABILITY:

- Enjoys working with First Nations individuals and organizations
- Sensitive to all cultures, customs and traditions
- Strong interpersonal skills
- Maintains and respects healthy boundaries with all individuals
- Able to demonstrate personal and professional ethics, responsibility, initiative and cooperation
- Cooperates and works well with others to foster teamwork
- Demonstrates and promotes the values and principles of the Aboriginal Shelters of Ontario

- Objective, respectful and sensitive in the performance of all duties
- Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available.

DETAILED STATEMENT OF DUTIES

The Training Coordinator will fulfill the requirements of this position under the direct supervision of the Executive Director.

Assist with the Financial Management of the organization by:

- Completing weekly time sheets and submitting them the Executive Director for approval in a timely manner;
- Assisting with annual training plans and budgets;
- Adhering to approved training work plans and budgets;
- Submitting all financial information to Executive Director for approval – invoices, quotes, estimates, contracts;
- Meeting financial reporting deadlines – statistics;
- Submitting expense claims and payment requisitions to the Executive Director well in advance of events for review and approval

Assist with and maintain administrative duties by:

- Providing direct assistance to the Executive Director, as required;
- Maintain existing filing system;
- Attending all mandatory meetings and training;
- Submitting all external and internal documentation to the Executive Director for review and signature;
- Ensuring submission of all reports to the Executive Director in a timely manner;
- Assist with monitoring and updating the website as required
- Completing all duties in the strictest of confidence.

Promote a supportive, respectful and harmonious team environment by:

- Working cooperatively and in coordination with other ASOO staff;
- Communicating concern with all co-workers in a sensitive and direct manner to promote understanding, respect and resolution;
- Participating in special events related to Aboriginal Shelters of Ontario as required;
- Assisting with general housekeeping and having knowledge to maintain safety requirements of the organization;
- Encouraging, supporting, and modelling positive environment/relationship building;
- Must be willing to participate in personal therapeutic healing process and provide documentation required/requested;

- Relating to one another with respect and kindness to promote the principles of the Good Mind teachings;
- Promoting the Aboriginal Shelters of Ontario principles values, beliefs, language, and customs;
- Ongoing maintenance of personal and professional growth and development.

Compensation, Benefits and Perks

- Extended Health Care Benefits and life insurance
- TFSA match program
- Reduced Summer hours

Why Join Us?

This is an opportunity to contribute to meaningful work that strengthens Indigenous shelters and communities across Ontario. You will be part of a dedicated team that values respect, cultural traditions, and collaborative growth.

IN ORDER TO BE CONSIDERED:

- Applications must include: a cover letter, resume, three (3) letters of reference – with at least one reference from the most current supervisor, one from a previous supervisor, and one (1) character reference; Drivers' Abstract (driver record search); and legible copies of all relevant certificates, diplomas, and degrees.
- All documents should clearly state the position applying for.

VIA MAIL:
Aboriginal Shelters of Ontario
PO Box 218
Southwold, ON
N0L 2G0

VIA ELECTRONICALLY:
jeanine@asoo.ca
Indicate "CONFIDENTIAL – ADMINISTRATIVE COORDINATOR APPLICATION" in subject line.

Posting Date: October 23, 2025

DEADLINE TO APPLY: November 10th, 2025

Only those selected for an interview will be contacted.