



**NORTH BAY
INDIGENOUS
FRIENDSHIP
CENTRE**

980 Cassells Street
North Bay, ON, P1B 4A8
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🌐: www.nbifc.org

Enjamonjading (A place to gather) Project Worker

JOB RE-POST – DEADLINE OCTOBER 29, 2019

STATUS: Full time (35 hours per week) (3 YEAR)

PURPOSE:

The Enjamonjading Project Worker will, using Cultural approaches and Land based activities, coordinate and manage the development, implementation, reporting and on-going operation of the Enjamonjading Project

ACCOUNTABILITY:

The Enjamonjading Project Worker will be employed by the North Bay Indigenous Friendship Centre and be under the direct supervision of the Executive Director.

JOB DUTIES:

- To prepare and submit project activity reports, as required on or before the deadline date
- To prepare and submit Annual Submissions, Quarterly Reports, Annual Reports and any other required program reports, to the Friendship Centre, the OFIFC and any other funding partners as required, on or before the deadline dates;
- To maintain all program files (hard copy, computer files etc.) in accordance to the North Bay Indigenous Friendship Centre and OFIFC File Maintenance Policies;
- To meet all Work plan deliverables and maintain program expenses in accordance to the program budget;
- To undertake other duties as assigned.
- Perform other duties relevant to the program as assigned by the Executive Director.
- Plan agendas, secure necessary resources, organize and deliver programming and special activities as per project plan.
- Collaborate with Elders, Traditional Knowledge Keepers to develop and implement Culture Camps; Language Retention/ Classes; Traditional Knowledge Keepers/ Elders Gatherings; Indigenous Cultural Awareness Sessions to facilitate traditional knowledge transfer, specifically on traditional teachings, language reclamation, and traditional land use

- Participate in the designing; implementation and maintenance of a land use plan deliverables for Riding Stable Road property

Program Implementation QUALIFICATIONS:

- Post-secondary education in Indigenous studies, social work, child and youth work or combination of the equivalent education and/or a minimum of three years of work experience with children and youth.
- Knowledge of participant engagement and community outreach tools.
- Knowledge of traditional teachings, particularly in the areas of water and land-based activities, traditional medicines, Language reclamation and food education.
- Ability to engage people to build trust and rapport; effective verbal and listening communication skills.
- Proficiency in Microsoft Office including database applications.
- Excellent case and file management skills, stress management and time management skills; ability to meet deadlines.
- Strong written and oral communication skills.
- Group facilitation, team building and decision-making skills; ability to problem solve and take initiative.
- Effective crisis intervention skills.
- Ability to work flexible hours, including evenings and weekends.
- Valid First Aid / CPR Certificate and Safe Food Handling certification is an asset.
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.
- Must have a valid driver's license and reliable transportation.

Land Use/Plan Implementation Qualifications

- Ability to work outside in all seasons and weather conditions
- Be physically fit
- Possess basic survival and team building skills, shelter making, fire keeping, harvesting and prepping of the harvest.
- Understanding of basic carpentry
- Experience in using brush/lawn tools (chainsaw; whippersnipper; hammer etc.)
- Safe Chainsaw Handling Certificate (possess or willing to get)
- Ability to lift over 50 pounds

Deadline for resumes is October 29, 2019 4:00 pm

Salary Range: Dependent upon qualifications; Duration of position contingent on funding.

Qualified individuals are encouraged to forward to their cover letter and resume to Kathy Fortin, Executive Director, North Bay Indigenous Friendship Centre in person or by mail (980 Cassells St., North Bay, ON, P1B 4A8), or by email

(director@nbifc.org). A copy of the full job description is also available upon request.

We would like to thank all interested individuals; however, only those selected for an interview will be contacted. While we encourage individuals of all backgrounds to apply, those of Indigenous descent will be given preference.