



## **SHOONIYAA WA-BIITONG**

### **2 EMPLOYMENT OPPORTUNITIES KENORA and FORT FRANCES, ON**

#### **Indigenous Early Learning & Child Care Program Coordinator Full Time with potential of hybrid work environment**

Shoonyyaa Wa-Biitong has an exciting opportunity to work as the Indigenous Early Learning & Child Care Program Coordinator. In this newly created role, you will be reporting to the Executive Director and will be responsible to create a history of the Early Learning and Child Care program to date as well as include the original program (First Nation Inuit Child Care file).

You will get the chance to show off your skills as an organizer as you will be responsible for planning and coordinating conferences as well as regional meetings. Updating existing program and services manuals as needed with the collaboration of other employees. The successful candidate will also be responsible for preparing, monitoring, and maintaining IELCC and FNICCI agreements. It is important that the Anishinaabe culture is respected and acknowledged throughout the programming.

This role will be a great fit for an active team player who wants to collaborate with the 28 Shoonyyaa Wa-Biitong communities. Excellent time management and organization skills are essential. You should be comfortable working with all types of office equipment and providing detailed reports. You should also have experience managing your own workplans, budgets and schedules.

It would be an asset if you are able to speak and understand Anishinaabe and also have knowledge of protocols for working within First Nations, particularly the traditional aspects and community infrastructure of First Nations. We need someone who would be flexible with work hours as you may be working days, evenings, and weekends.

The main qualifications and requirements we are looking for are:

- University Degree with specialization in the social services fields or community development
- One (1) to Three (3) years' experience in planning and facilitating conferences, seminars, or workshops
- Valid Ontario license as well as access to a reliable vehicle.
- Ability to provide a satisfactory criminal background check
- Ability to travel to the Shoonyyaa Wa-Biitong communities in each Service Area

Some additional skills that would help you succeed are:

- Ability to analyze needs and implement solutions
- Ability to take initiative
- Ability to maintain strict client confidentiality and sign an Oath of Confidentiality

We are currently looking for 2 individuals one located at the Head Office of Shoonyyaa Wa-Biitong in Kenora, ON and one at the Eastern Office in Fort Frances, ON. These position also have the potential to be hybrid positions. This position is open until filled.

**Hiring Committee – Shoonyyaa Wa-Biitong**  
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We wish to thank all applicants, however only those selected for an interview will be acknowledged.