



ATIKOKAN NATIVE FRIENDSHIP CENTRE

307-309 Main Street West, PO Box 1510

Atikokan, ON P0T 1C0

807-597-1213

CAPC COORDINATOR FULL TIME POSITION

The Atikokan Native Friendship Centre is currently accepting resumes for the contract position of **CAPC (Community Action Program for Children) Program Coordinator**. The CAPC Program Coordinator provides health and social services that work to improve family functioning for Aboriginal families with children 0-6 years of age. The CAPC program is focused on the philosophy of “children first”. It is a community-based program that is committed to equality, accessibility, strengthening and supporting families, flexibility and partnerships.

Please email programs@anfc.ca to request a copy of the full job descriptions.

Qualifications Include:

- Awareness of Indigenous culture.
- The candidate will ideally possess a post-secondary education in preferably University/College level studies with a focus on early childhood development. Or a willingness to complete the E.C.E. diploma.
- The candidate will ideally have a minimum of three years of demonstrated and related work experience working with families and children.
- Strong organizational skills (including time, space and task management).
- Excellent communication skills (including listening, oral, written and telephone/email).
- Knowledge of First Nation/Aboriginal issues and dynamics as related to the urban Aboriginal Community.
- Must display the following competencies: Adaptability; Interpersonal skills; Service Delivery; Proactive/Takes Initiative; Judgement; and Team Player.
- High proficiency in Microsoft Office Suite (Word, Excel, Access, Outlook, etc.).
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the successful job applicant.
- Valid G Driver’s license.

35-hour work week, generally Monday to Friday 8:30 to 4:30 with scheduled evening and weekend work required for program delivery and special events. Flex hours provided in this position to allow targeted programs for families in the evenings and on weekends. Some programs are delivered in partnerships with other agencies and at times, are delivered off-site. Some in-home visits to client’s homes and some occasional special programming out of town. Occasional overnight travel required within the province.

Salary is commensurate with education and experience. We offer benefits, additional paid holidays on top of the statutory holidays, as well as two weeks off at Christmas break, plus as additional two weeks of vacation to start.

Please submit your cover letter and resume in confidence to:

Tiffany Maki, Program Manager
Atikokan Native Friendship Centre
1510-309 Main Street W.
Atikokan, ON P0T 1C0

Application deadline is January 24th, 2021. Preferred method of application is email:
programs@anfc.ca

