



Atikokan Native Friendship Centre

Program Assistant – Childcare Focus

Contract Position to March 31, 2020

The Atikokan Native Friendship Centre is currently accepting resumes for the position of contract Program Assistant.

Primary job duties and responsibilities include:

- Providing childcare for the care of employee's children and program participants.
- Support day to day implementation of programs by helping Program Coordinators with set-up and clean-up for programs.
- Work alongside Program Coordinators to provide program supervision/execution.
- Create healthy working relationships with community service providers, children and parents.
- Provide transportation to clients when required for program objectives.
- Day to day implementation of the program and program objectives based on direction provided by Program Coordinators.
- Meal and snack preparation.
- Activities and tasks required to support program delivery.

Qualifications Include:

- Minimum of three years working in the area of related job fields.
- Education/Certifications/Experience related to working with Urban Indigenous infants/children/families.
- Current First Aid and CPR (infants and children)
- Knowledge of Indigenous culture and traditions, particularly Indigenous parenting approaches.
- Experience working with Indigenous individuals and communities.
- Ability to work with minimal supervision.
- Team player.
- Satisfactory vulnerable sector check.
- Excellent time management skills with ability to multi-task and effectively prioritize.
- Strong written and verbal communication skills.
- Valid G driver's licence.

35 hours per week, Monday to Friday 8:30-4:30 with some occasional evening and weekend work required for special events. Some programs are off-site with partner agencies. Occasional overnight travel required within 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.

Please submit your cover letter and resume in confidence to:

Sarah Laurich, Executive Director
Atikokan Native Friendship Centre
1510-309 Main Street W.
Atikokan, ON P0T 1C0

Preferred method of submission is by email to admin@atikokannativefriendshipcentre.com