

Job Posting – Program Assistant

POSITION TITLE: Program Assistant
REPORTS TO: Manager of Training, Development and Delivery
CLASSIFICATION: Permanent, Full-Time
SALARY RANGE: \$51,006.57 - \$65,308.62
LOCATION: Toronto, Ontario
POSTING DATE: March 11, 2021
CLOSING DATE: April 1, 2021

Position Summary

Reporting to the Manager of Training Development and Delivery, the Program Assistant is responsible for assisting the Training Manager and the training department in the development and delivery of ANCFSAO training sessions to support member Agencies and their partners, as well to Children's Aid Societies and other external organizations. The Program Assistant will schedule, organize, and revise materials in the range of courses on behalf of ANCFSAO, and assist in administrative supports related to the implementation of a range of training initiatives.

Primary Responsibilities

- Edit training curriculum to meet identified training needs incorporating Anishnawbek culture, values, traditions, and teachings into programming where applicable based on the edit notes.
- Compile training resources and participant packages.
- Schedule training sessions using approved training work plans.
- Develop tracking systems for distributed/received inquiries and promote scheduled training events/ programs.
- Coordinate facilitators, training facilities, food, accommodations, travel, resources, participants, and other requirements.
- Prepare attendance sheets, evaluation forms and electronic storage for templates.
- Modify or update training techniques or resources to address areas requiring improvement based on Manager notes.

Qualifications

- Post-Secondary Education with a focus on office administration, information technology, or related field with experience.
- Demonstrated experience in developing forms, templates and computer skills to apply a variety of technical mechanisms into the training presentations (i.e- video clips)
- Three (3) years experience in an administration role within prevention services, child welfare or Indigenous Well-being role would be considered an asset.
- Experience working with First Nation, Inuit and Métis peoples, organizations, and communities with lived experience in culture and tradition as an Indigenous person in Canada.

To Apply

Please email with the Subject Line Program Assistant, and the following items to Ricki Velez, ANCFSAO Finance and Administration at rvelez@ancfsao.ca

- A Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process and a full job description, please contact Ricki Velez, ANCFSAO Finance and Administration Assistant.