

## JOB POSTING

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<b>POSITION TITLE:</b>	Program Assistant
<b>REPORTS TO:</b>	Manager of Training Development and Delivery, and Manager of Prevention
<b>CLASSIFICATION:</b>	Full Time
<b>SALARY:</b>	\$51,006.57 - \$64,539.58
<b>LOCATION:</b>	Toronto, Ontario
<b>POSTING DATE:</b>	June 29, 2023
<b>CLOSING DATE:</b>	July 20, 2023

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Reporting to the Managers of Prevention and Training Development and Delivery, the Program Assistants are responsible for assisting the Family Well-Being Department in the development and delivery of ANCFSAO information and/or training sessions and resources to support member Agencies and their partners, as well to Children's Aid Societies and other external organizations. The Program Assistants will schedule, organize, and revise materials, program guides, best practice documents, briefing notes, courses on behalf of ANCFSAO, and assist in administrative supports related to the implementation of a range of prevention and training initiatives.

### KEY JOB FUNCTIONS

- Schedule, coordinate, and prepare engagement, networking, collaboration and training sessions:
- Edit program guides, best practices reports and documents to meet identified prevention, and admission prevention needs incorporating Anishinabek culture, values, traditions, and teachings into programming where applicable based on the edit notes.
- Edit training curriculum to meet identified training needs incorporating Anishinabek culture, values, traditions, and teachings into programming where applicable based on the edit notes.
- Compile and distribute applicable resources, presentations, participant manuals and participant packages.
- Schedule applicable sessions using approved work plans.
- Develop tracking systems for distributed/received inquiries and promote scheduled events / programs.
- Coordinate facilitators, guest speakers, facilities/online platforms, food, accommodations, travel, resources, participants, and other requirements.
- Prepare attendance sheets, evaluation forms and electronic storage for templates.
- Develop promotional information related to events or agency initiatives, including a calendar of events and keep up to date.
- Edit, revise user agreements, service contracts and prepare for Managers' approval.
- Collaborate internally and with other agencies and providers for coordinating and scheduling events/activities/sessions.

### Administration and Reporting

Complete administrative functions and reporting, adhering to Association policies, procedures, and relevant practices:

- Ensure confidentiality and safekeeping of all Association documents and records.
- Develop and maintain a detailed work plan of activities.

- Develop and maintain accurate, up-to-date, and concise work files.
- Prepare and deliver summary reports on activities.
- Prepare and submit weekly reports, attendance records and travel expense claims.
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation.
- Follow the Associations' human resources, finance and other policies and procedures in the performance of duties.

### **Other Duties**

- Participate in internal or external committees as required or assigned.
- Minute taking on behalf of Manager for meeting(s)
- Other duties as required and assigned.

## **QUALIFICATIONS**

### **Preferred Education and Experience:**

- 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 presentations (i.e.- video clips)
- Three (3) years experience in an administration role with 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.

### **Knowledge Requirements:**

- Knowledge of Microsoft, word, virtual platforms, excel etc.
- Knowledge of the ANCFSAO Mission and Mandate.
- Awareness of ANCFSAO programs, services, and membership base.
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities and Agencies we service.
- Working knowledge of information technology software programming and packages available

### **Skills and Abilities:**

- Ability to type, take notes and develop templates.
- Comfortable using training delivery technology and media such as laptops, projectors, PowerPoint slides.
- Strong knowledge of technology.
- Ability to communicate professionally and respectfully in any situation, including difficult discussions that may arise.
- Handles problems in a pro-active manner with a focus on resolution.
- Proficient writing skills with the ability to draft/edit communications including emails, memorandums, and letters.
- Task oriented with the ability to manage multiple priorities and work in a fast-paced environment.
- Takes initiative in the role utilizing critical thinking to problem solve skills.
- Ability to work independently and within a team environment.
- Displays a high-level of emotional intelligence including consistently exhibiting a positive and professional demeanor in all situations.
- Self-aware and able to adapt and support organizational change.

- Fluidity in working with staff, senior leadership, Boards of Directors, partner agencies, government bodies and Indigenous organizations.
- Understanding the importance of maintaining and working within a highly confidential and sensitive environment.
- Understanding and ability to speak an Indigenous language would be an asset.

**Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver’s Abstract, evidence of a valid Ontario Driver’s License and of Personal Liability & Property Damage insurance coverage for at least \$1,000,000.00.

**WORKING CONDITION AND LOCATION**

This position will be working remotely and requires a suitable home office set up. There is also the anticipation of travel for team and member meetings. Currently, our employees are working remotely and located within the Eastern Time Zone. To work in synergy, it is preferred that our applicants are working within the same Eastern Time Zone to accommodate team and client meetings.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

**TO APPLY**

Please email with the Subject Line, “*Program Assistant*”, along with the following items to [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca) by 4:00 p.m. (EST) on July 20, 2023:

- 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, please contact [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca) .