

JOB POSTING

POSITION TITLE:	Program Assistant
COMPETITION NO:	2023-001
REPORTS TO:	Department Manager – Family Well-Being
CLASSIFICATION:	Full Time
SALARY:	\$28.03/HR - \$35.46/HR
LOCATION:	Remote/Hybrid
POSTING DATE:	November 7, 2023
CLOSING DATE:	Open until filled

POSITION SUMMARY

Reporting to the department manager or designate, the Program Assistant is responsible for assisting the Family Well-Being Department in the development and delivery of ANCFSAO information, program supports 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 Assistant 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 initiatives that fall under the Family Well-Being Department.

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, First Nations, Inuit and Metis culture, values, traditions, and teachings into programming where applicable based on the edit notes.
- Compile and distribute applicable resources, presentations, participant manuals and packages.
- Schedule applicable sessions using approved work plans.
- Develop tracking systems for distributed/received inquiries and promote scheduled events.
- 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.
- 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 accurate, up-to-date, and concise work files.
- Prepare and deliver summary reports on activities.

QUALIFICATIONS

- Post-Secondary Education in office administration, information technology, or related field with experience; 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 of Microsoft, word, virtual platforms, excel etc.
- Demonstrated experience in developing forms, templates and computer skills to apply a variety of technical mechanisms into presentations (i.e.- video clips)
- Knowledge of the ANCFSAO Mission, Mandate, programs, services and membership base.
- Ability to communicate professionally and respectfully in any situation.
- Strong critical thinking and problem-solving skills.
- Handles problems in a pro-active manner with a focus on resolution.
- Proficient writing skills with the ability to draft/edit communications/correspondence.
- Ability to manage multiple priorities and work in a fast-paced environment.
- Self-aware and able to adapt and support organizational change.
- Ability to work independently and within a team environment.
- Understanding and ability to speak an Indigenous language would be an asset.

WORKING CONDITIONS AND LOCATION

- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check and Vulnerable Sector Check are required.

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, Competition 2023-001 Program Assistant, along with the following items to HRGeneral@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, please contact HRGeneral@ancfsao.ca