

EarlyON Program Coordinator – Part time (Maternity Leave)

Position Title:	EarlyON Program COORDINATOR		
Type:	Temporary PT (Maternity Leave) – 21hrs./week	Created:	April 2021
Workgroup:	Administration	Approved:	April 2021
Supervision:	Responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director or designate.		

Responsibilities – EarlyON:

To provide community based parenting and child development programming and educational resources, incorporating an Indigenous perspective and cultural sensitivity focusing on young families and children 0 – 6 years.

Qualifications:

- Knowledge of First Nation/Indigenous issues and dynamics as related to the urban Indigenous Community;
- Completion of early childhood education diploma;
- Minimum of 2 years' working with families and children;
- First Aid/CPR;
- Outstanding organizational skills (includes time, space and task management);
- Excellent communication skills (including listening, oral, written and telephone/email);
- High proficiency in Microsoft Office Suite (Word, Excel, Access, Outlook, etc.);
- Must display the following competencies: Adaptability; Interpersonal skills; Service Delivery; Proactive/Takes Initiative; Judgement; and Team Player; and
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

Contact Information:

If you are interested in qualifying for this position, please **email** or drop off your resume and cover letter to:

Attn: EarlyON Part-time
admin@mwikwedong.com

M'Wikwedong IFC
1045 3rd Avenue West
Owen Sound, ON N4K 5W6

All candidates are welcome to apply however preference will be given to those individuals who identify as First Nations, Metis or Inuit.

Date Posted:	April 12, 2021	Posting Deadline:	May 7, 2021
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