



### Little Spirit Auntie Program Support

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Department: Social Services – Walking Alongside Services Program

Posting Date: September 27, 2024

Location: Garden Village, ON

Schedule: Standard Work Week

Job type: Fulltime/Permanent

Vacancies: 1

Reports To: Walking Alongside Services Manager

Starting Salary: \$45,791.20

#### **What you'll do in the role**

- Collaborate with Little Spirit Auntie to ensure smooth planning and execution of all programs and events.
- Review and manage event schedules in coordination with Little Spirit Auntie, ensuring timelines are accurate for monthly and quarterly events.
- Communicate event details and requests with Little Spirit Auntie and other relevant parties to ensure clarity and smooth execution.
- Ensure accuracy in event scheduling by engaging regularly with Little Spirit Auntie and attending all required events.
- Seek support and direction from Little Spirit Auntie as needed to ensure the successful operation of the program.
- Model positive behavior, serving as an example for making responsible choices and promoting a positive environment.
- Participate in staff meetings, workshops, seminars, and conferences that are relevant to the role.
- Understand and support the operations and functions of the Nipissing First Nation community.
- Maintain essential documentation to ensure the program is delivered according to the proposed work plan.
- Complete internal administrative tasks, such as requisitions, mileage logs, expense reports, and budget plans.
- Engage in relevant professional development, including conferences, training, workshops, and meetings as required or directed.
- Order and maintain office and program supplies to ensure smooth operations.
- Maintain accurate financial documentation for Little Spirit Auntie and related program expenses.
- Assist with program delivery and workshops alongside Little Spirit Auntie to support community engagement.
- Ensure the cleanliness of office and programming spaces to maintain a welcoming environment.

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan



## Employment Opportunity

- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

### **What you bring to the table**

- Respect for Indigenous Culture and a strong willingness to learn and incorporate the Ojibwe language into your work.
- Must be a Graduate from a Post-Secondary institution in Early Childhood Education, bringing relevant knowledge and expertise to support children's growth and development.
- Must have 1 year of office support experience along with a diploma that demonstrates transferable skills applicable to program coordination and early childhood education.
- Experience working with Indigenous families and children, demonstrating cultural sensitivity, community engagement, and a commitment to supporting Indigenous communities.
- Organizational and communication skills that enable you to manage administrative tasks efficiently, collaborate with others, and maintain effective documentation.
- A positive, collaborative attitude that supports teamwork and fosters a supportive, respectful work environment.
- Must be Bondable, ensuring that you meet the necessary standards of reliability, trustworthiness, and integrity to work in a secure environment.
- Commitment to professional development through participation in ongoing training, workshops, and seminars to continuously enhance skills and knowledge.

### **Application Deadlines:**

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing October 11, 2024 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing October 18, 2024 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing October 25, 2024 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.



## Employment Opportunity

**Are you a member of NFN? If so, please read below:**

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**