



Hamilton Regional Indian Centre Employment Opportunity

Closes: Posted until filled

The Hamilton Regional Indian Centre is currently accepting applications for the position of the **Aboriginal Literacy Program Coordinator**.

The Hamilton Regional Indian Centre (HRIC) is a large Indigenous not for profit organization. We are culturally based and committed to driving positive change for the community. As a staff member of HRIC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers and a generous benefit package. We strive to uphold pre-colonial management and policy structure, while being supportive and maintaining a positive work atmosphere.

The Program Coordinator will be responsible to the development, implementation and stability of the Aboriginal Literacy Program administered by the Friendship Centre, by meeting the local area literacy needs.

The Worker will be responsible to the policies and procedures as determined by the Board of Directors and under the direct daily supervision of the Executive Director or designate.

QUALIFICATIONS:

- College Diploma in Education, Social Service, Indigenous Studies, or a combination of an equivalent and relevant education, skills and abilities as determined by the employer;
- Minimum 3 years work experience in the teaching/facilitation area;
- Must have knowledge of the Friendship Centre and the various programs provided to the community;
- Strong knowledge and awareness of Indigenous culture, and both historical and contemporary Indigenous issues;
- Demonstrated ability to develop, implement, and deliver program and services, data collection, and evaluation;
- Must have excellent written, verbal, time management and organizational skills;
- Must have the ability to work as a team player and be capable of coordinating activities with other Friendship Centre programs;
- Must possess skills and experience in presenting educational workshops and facilitating groups;
- Proficiency in MS Office applications and Database applications- statistical and narrative reporting;
- First Aid/CPR certification or be willing to be certified;
- Must be available to work some evenings and weekends; and,
- Ability to obtain a satisfactory CPIC- Vulnerable Sector within 30 days of employment start date as a condition of the employment offer.

ANNUAL SALARY: \$47,736.00



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HRIC is a highly flexible organization offering 2 weeks paid vacation, additional compensation including 5 paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid shutdown over the Christmas holiday week, and health benefits. HRIC health benefits are offered to full time permanent employees, employees will be able to enroll upon the successful completion of their (3) three-month probationary period.

HRIC is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Hamilton Regional Indian Centre will make accommodations available to applicants with disabilities upon request during the recruitment process.

HRIC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Hamilton Regional Indian Centre will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people, HRIC shall give preference to Indigenous people who possess the requisite skill sets and experience.

Please submit a cover letter, resume, 3 references to jobs@hric.ca or in an envelope marked **CONFIDENTIAL** to:

Human Resources
Hamilton Regional Indian Centre
34 Ottawa Street North, Hamilton, Ontario L8H 3Y7
FAX: 905-548-0024