



Timmins Native Friendship Centre EMPLOYMENT OPPORTUNITY Educational Program Assistant – Literacy & Basic Skills (LBS)/Academic / Career Entrance (ACE) Program

The Timmins Native Friendship Centre (TNFC) is an award winning Friendship Centre in Ontario and Canada. The TNFC provides services and programs to support the cultural heritage of Indigenous peoples and assist in their inclusion and participation in urban life. We strive to improve the quality of life for urban Indigenous peoples living in the Timmins area by providing intervention, direct services, advocacy and support in the areas of health, education, employment and training, culture, recreation and social services.

The TNFC is the largest service provider for urban Indigenous peoples in the Timmins region. We endeavour to provide a place of rediscovery and opportunities for learning to live in a good way. A rewarding and enriching career awaits you if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

If you are ready to work in our fast paced environment in the capacity of **Educational Program Assistant – Literacy & Basic Skills (LBS)/Academic / Career Entrance (ACE) Program** submit your resume today!

Responsibilities

To provide support for the teaching/learning of student in the areas of instructional program under the direction of the LBS/ACE Instructor.

Qualifications

- Relevant post-secondary education and or training equivalent experience preferably in Adult Literacy Training.
- Must possess skills and experience in presenting educational workshops and facilitating groups.
- Excellent organizational skills, ability to prioritize competing work demands to ensure effective, efficient and timely application of resources and services.
- Self-motivated, able to schedule and prioritize work.
- Good judgment, adaptability and willingness to learn.
- Willingness to work flexible hours.
- First Aid/CPR, Food Handler's Certificate, and WHMIS.
- Knowledge of the Friendship Centre movement, its aims and objectives.
- Knowledge of the Timmins Native Friendship Centre's programs and services.
- Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check.

The TNFC is committed to an inclusive, barrier-free selection process. If contacted regarding this competition, please advise the interview coordinator of accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.

*** 3 employment references will be required at the time of the interview ***

Contact Information

If you are interested in qualifying in this role, please send your resume and cover letter to:

Timmins Native Friendship Centre
179 Kirby Avenue, Timmins, ON P4N 1K1
Website: www.tnfc.ca

Mickayla Bird, Executive Assistant
Fax: (705) 268-6266
Email: hr@tnfc.ca

A Full Job Description is available with Reception at reception@tnfc.ca.

Date Posted: August 21, 2017

Posting Deadline: Noon on September 1, 2017