



JOB POSTING

Pimaatisiwin Program Coordinator Maternity Leave (up to 12 months)

The Native Women's Resource Centre of Toronto (NWRCT) is a community-based organization dedicated to providing resources and support to urban Aboriginal women and their families. NWRCT delivers culturally appropriate programs and services that empowers and builds the collective capacity and self-sufficiency of Aboriginal women.

The Pimaatisiwin Program is a CAP-C program offering individual and group support to Indigenous Women with parenting needs. The Pimaatisiwin (A Good Way of Life) Parenting Program provides parenting classes, family resources, and cultural activities for young families. This program has a focus on the healthy development of children aged 0-6 years old. The Pimaatisiwin Program Coordinator will report directly to the Program Manager.

Responsibilities:

- Represent NWRCT in various cultural and family events throughout the year
- Provide reports and statistics to the Program Manager as requested
- Collaborate with other NWRC staff for cultural events
- Assist with NWRCT administrative duties as needed

Administration:

- Ensure Pimaatisiwin Program funding requirements are met on time
- Maintain budget and statistics at all times

Program:

- Program planning to support CAP-C initiatives and mandate
- Outreach to new clients and participants
- Build new relationships and strengthen existing ones with external stakeholders where appropriate
- Coordinate, facilitate and present information on the Pimaatisiwin Program as directed

Qualifications:

- Post-secondary education in social services, Early Childhood Education Certificate (or equivalent). Equivalent experience will be considered
- Experience in program development and execution
- Experience in working with Indigenous women with family concerns
- Knowledge of the Indigenous community in Toronto
- Knowledge of the child welfare system is considered an asset
- Strong communication skills – written and verbal
- Computer and data entry experience
- Dedication to team building

Please provide a cover letter and resume to Cathi Porciello, Program Manager [by Tuesday December 19th, 2017](#).

NWRC's opportunity for employment is non-discriminatory and in compliance with the provisions of the Ontario Human Rights Code and the City of Toronto's Anti-discrimination Clause.