

JOB DESCRIPTION

Early Years Coordinator

SUMMARY:

The Early Years Coordinator will assist NAN communities in developing community-led approaches to early years programs and initiatives. The coordinator will assist in developing and implementing strategies based on strength-based models with a focus on leveraging and enhancing opportunities and assets in NAN communities.

The Coordinator will have a background in early childhood development, and the knowledge and skills related to community engagement to successfully implement and enhance diverse early years initiatives.

DUTIES & RESPONSIBILITIES:

- Provide assistance and support to communities in the development and coordination of NAN early years programs and initiatives.
- Assist communities in preparing and submitting proposals, funding applications, and other documents as requested.
- Implement and maintain ongoing regular training in the early years, and raise awareness of the importance of the early years and healthy child development.
- Provide regular information sharing and updates to early years community-based workers, Health Directors and Tribal Councils.
- Develop and seek out program resources and distribute to communities, i.e. program manual/reporting guidelines/sharing best practices/access to resources
- Research, integrate and share best practices/innovations in the early years field
- Work collaboratively with the Early Years department on integration of early years, Infant Mental Health, Special Needs and other initiatives.
- Participate in meetings /working groups/tables as requested.
- Assist in the planning of conferences, meetings or training sessions.
- Attend meetings, workshops or other events, as required.
- Travel to NAN communities on a regular basis.
- All other duties, as assigned.

ACCOUNTABILITY:

- The Early Years Coordinator is under the day-to-day supervision of the Early Years Manager and is further accountable to the Chief Administrative Officer for overall performance.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

Education/Experience:

The successful applicant must possess:

- Diploma in Early Childhood Education, Social Work, Child and Youth Care, or related Social Sciences or Human Services degree or equivalent
- Demonstrated knowledge and understanding of the opportunities, barriers and challenges that impact children's outcomes;
- Minimum of three years working with Indigenous children and families;
- Excellent verbal and written communication skills.
- Ability to develop and maintain positive relationships and demonstrated leadership abilities.
- Competent in use of Microsoft Office, Excel, Teams and virtual meeting platforms.
- Ability to write clear, concise reports.
- Initiative and ability to complete tasks with a minimum of supervision, and to manage competing demands in fast paced setting.
- Knowledge of, and sensitivity to, the culture and history of First Nations in the NAN territory.
- Fluency in a NAN dialect (Ojibway, Cree or Oji-Cree) an asset
- Willing and able to travel regularly to NAN First Nation communities.

LOCATION OF WORK: Thunder Bay

PORTFOLIO: DEPUTY GRAND CHIEF ACHNEEPINESKUM-CHILD DEVELOPMENT

CREATED /LAST UPDATED: 2022