



# FIRST PEOPLES WELLNESS CIRCLE

## We Are Hiring:

### WORKFORCE DEVELOPMENT SUPPORT OFFICER

### JOB POSTING

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<b>Area/Department:</b>	Programs and Services
<b>Reports to:</b>	Workforce Development Lead
<b>Supervisory Responsibility:</b>	No
<b>Employment Status:</b>	Regular Full Time
<b>Location:</b>	Remote
<b>Salary Range:</b>	\$47,000-\$69,000
<b>Commission Eligible:</b>	N/A

First Peoples Wellness Circle (FPWC) is a national not-for-profit corporation that is governed and managed by Indigenous leaders and exists to improve the lives of Canada's First Peoples by addressing healing, wellness, and other mental health challenges. The mission of FPWC is to advocate for collaborative transformative change to create pathways to wellness and whole health for First Peoples shaped by diverse Indigenous cultural lenses. Our work focuses on implementation of the First Nation Mental Wellness Continuum Framework and supporting the First Nation workforce of Mental Wellness Teams.

We are currently looking to fill the position of **Workforce Development Support Officer**. This is a full-time (37.5 hours per week), fully remote position. Our head office is located in North Bay, Ontario and individuals from Ontario may be given preference.

Under the direction of the Workforce Development Lead the Workforce Development Support Officer will be responsible for a wide range of workforce service activities and day to day delivery of direct services and development of relationships with local businesses and organisations. We are a small organization that values collaboration and teamwork.

#### **Position Purpose:**

The Workforce Development Support Officer provides support to the Workforce Development Lead and is responsible for a wide range of workforce service activities and day to day delivery of direct services and development of relationships with local businesses and organisations.

#### **Responsibilities:**

- Assist in the implementation of the workforce development program
- Assist in implementing a workforce wellness needs analysis
- Assist in implementing a ladder training approach to help individuals build skills and workforce readiness
- Assist the Workforce Development Lead to maintain strategic partnerships with academic institutions and other related businesses
- Gather, analyse, and process program data

- Prepare materials for and support completion of reports and budgets as requested
- Organise, plan, and execute workforce development events as necessary for various assigned projects
- Stay at the forefront of workforce trends and industry best practices
- Gain and maintain knowledge of national programs and services
- Provide input to Workforce Development Lead and make recommendations for improvements to programs and the department
- Perform other related duties as assigned by the Workforce Development Lead

**Minimum Experience Required:**

- Minimum of three (3) years of related experience
- Experience working with the Indigenous/First Nations community or non-profit setting would be considered an asset
- Experience in Program Development/Coordination
- Experience working with multiple partners and stakeholders

**Minimum Education:**

- College diploma, Certification or Degree (Education, Mental Health, Wellness or related field)
- Bachelor's degree would be considered an asset

**Competencies:**

- Planning and Organisation
- Ethics and Integrity
- Communication
- Cultural Competency
- Problem Solving
- Collaboration and Teamwork
- Wellness Promotion

**Technical Skills:**

- Strong organizational and interpersonal skills
- Excellent verbal and written communication skills
- Strong technical skills
- Ability to develop and maintain effective stakeholder relationships
- Ability to act with discretion and handling confidential and privileged information
- Ability to work effectively under time pressure and/or deadlines
- Ability to work independently, prioritise, organise, problem solve and exercise good judgement
- Working experience with Microsoft Office Suite

**Language(s):**

- Fluency in English (verbal and written)
- Use of and/or fluency in an Indigenous language considered an asset

**Working Environment:**

- This position is remote, work from home role
- Access to reliable internet, and private office space to work

**What We Offer:**

- Very competitive salary, with full benefits and pension plan and a stipend for working from home
- 3 weeks of paid leave, plus an additional 2 weeks of paid leave over the Christmas break

- Work with a team of supportive and caring professionals, committed to bettering the mental health of indigenous communities

**Qualified applicants** are invited to submit their resume and cover letter, demonstrating how they meet the criteria. While FPWC appreciates all applications, only those who meet the qualifications will be contacted for an interview. First Peoples Wellness Circle gives preference to First Nation applicants for any employment opportunities as per Section 24(1)(a) OHRC.

**Deadline:** Applications will be received until position is filled.

**Please submit application to:** **Subject Header: FPWC Workforce Development Support Officer**

By mail: First Peoples Wellness Circle  
Marilyn Kimewon, Executive Assistant  
857 Yellek Trail  
Nipissing First Nation  
North Bay, ON P1B 8G5

via email: [marilyn.kimewon@fpwc.ca](mailto:marilyn.kimewon@fpwc.ca)