



FIRST PEOPLES WELLNESS CIRCLE

JOB POSTING:

Anti-Indigenous Racism Project Support Officer

Reports to:	Program Manager, Special Projects
Supervisory Responsibility:	No
Salary:	\$47,000 - \$58,000
Employment Status:	Term, Full-Time contract until March 31, 2024
Location:	Remote in New Brunswick

First Peoples Wellness Circle (FPWC) is a national not-for-profit corporation governed and managed by Indigenous leaders. It 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 the implementation of the First Nation Mental Wellness Continuum Framework and supporting First Nation Mental Wellness Teams.

We are currently looking to fill the position of **Anti-Indigenous Racism Project Support Officer**. This is a term full-time (37.5 hours per week), fully remote (New Brunswick) position until March 31, 2024. Our head office is located in North Bay, Ontario. Preference will be given to individuals residing in New Brunswick for this role.

The Anti-Indigenous Racism Project Support Officer will be responsible for supporting and assisting with creating, implementing, and developing programs within Special Projects and delivering the day-to-day services provided to the Anti-Indigenous project. This role will specifically focus on supporting a cultural safety initiative targeted at the mental health system in partnership between FPWC and three Mental Wellness Teams (MWT) of New Brunswick (Mawlugutineg, Wolastoqewi, and Oeliangitasoltigo). Working alongside the Anti-Indigenous Racism Project Lead, the Support Officer will help with relationship building, coordination, implementation, and evaluation by developing a helping bundle for First Nations that can be used to define the steps to cultural safety and to measure cultural competency of organizations and practitioners.

What you will be doing:

- Support in project management and evaluation as directed by Program Manager, Special Projects, and Anti-Indigenous Racism Project Lead.
- Support the development of a Mentorship Program.
- Support the development of a Training Curriculum led by First Nations.
- Coordinate meetings, prepare agendas, draft messaging, and take minutes/notes as requested.
- Support the implementation of the project work plan.
- Support the implementation of the project focus groups, synthesize feedback, and translate it into training goals/objectives.



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What you will need to be successful:

- Post-Secondary degree (Education, Mental Health, Wellness, or related field).
- Experience working with Indigenous/First Nation communities and Non-Profit settings would be considered an asset.
- Experience in Project Evaluation.
- A minimum of three (3) years of experience in Project Support.
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check.
- Fluency in English (verbal and written), use of and/or fluency in an Indigenous language an asset.
- Access to reliable internet and private office space to work remotely.

What we offer:

- Competitive salary and a stipend for working from home.

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

For a full job description, please contact Claire Scanlan, Operations Manager, at claire.scanlan@fpwc.ca.

Deadline: Applications will be received until the position is filled.
Interviews will begin the week of April 3-7, 2023.

Submit application to: Claire Scanlan, Operations Manager
Subject line: Anti-Indigenous Racism Project Support Officer
claire.scanlan@fpwc.ca

By mail: First Peoples Wellness Circle
Attn: Claire Scanlan, Operations Manager
857 Yellek Trail
Nipissing First Nation
North Bay, ON P1B 8G5