



FIRST PEOPLES WELLNESS CIRCLE

JOB POSTING: Knowledge Exchange Facilitator

Reports to:	Program Manager, Mental Wellness Team Supports
Supervisory Responsibility:	No
Salary:	\$65,000 - \$91,000 per annum
Employment Status:	Full-Time
Location:	Remote (Canada)

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 **Knowledge Exchange Facilitator**. This is a full-time (37.5 hours per week), fully remote position. Our head office is located in North Bay, Ontario. Ideally the candidate will be located in northeastern or southern Ontario, as work may be performed remotely. Individuals from other regions will be considered.

Under the direction and supervision of the **Program Manager, Mental Wellness Team Supports**, the **Knowledge Exchange Facilitator** is responsible for the development, implementation, and knowledge exchange initiatives to support Mental Wellness Workforce Development. The **Knowledge Exchange Facilitator** is required to provide a variety of tasks with knowledge of office protocols and demonstrate an understanding of FPWC's strategic direction and the workforce development program.

Qualifications:

- Bachelor's Degree in Communication, Education, or a related social/health sciences discipline AND five (5) years of related research and/or community development experience preferably in the mental health and/or social services sector in a First Nations community setting
- OR
- A Graduate/Master's Degree in Communication, Education, or a related social/health sciences discipline AND three (3) years of related research and/or community development experience preferably in the mental health and/or social services sector in a First Nations community setting
 - Work alongside and direct the activities of the Anti-Indigenous Racism Project Support Officer.



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What you will need to be successful:

- Skilled in the creation and delivery of, or coordination of knowledge exchange activities.
- Strong experience using online tools and platforms, for potential webinars and community of practice to engage groups in collaboration and networking.
- Skilled in targeted social marketing for the promotion of knowledge exchange activities.
- Proficient in Microsoft Office Suite, including Word, PowerPoint, Publisher, and Excel.
- Ability to work effectively and liaise with partners, stakeholders, and colleagues.
- Some knowledge of public relations and marketing.
- High level of professionalism and ability to always maintain confidentiality.
- Excellent time management, organizational and administrative skills.
- Ability to work with minimal supervision while maintaining efficiency and accuracy.
- Ability to work flexible hours and travel when required.
- Knowledge of and ability to work in a manner respectful of First Nation cultures, values, and beliefs.
- Knowledge or use of an Indigenous language and/or bilingualism (French/English) considered an asset.

What we offer:

- Competitive salary and a stipend for working from home.

Qualified applicants are invited to submit a cover letter clearly demonstrating how they meet the criteria along with a current resume and three (3) work related references. While FPWC appreciates all applications only those who meet the qualifications will be contacted for an interview. Individuals of Indigenous ancestry will be given preference.

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.

Please submit your application to:

Claire Scanlan, Operations Manager
Subject line: Knowledge Exchange Facilitator
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