



# FIRST PEOPLES WELLNESS CIRCLE

## JOB POSTING: **Learning Coordinator**

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| <b>Reports to:</b>                 | Program Manager, Special Projects               |
| <b>Supervisory Responsibility:</b> | No  |
| <b>Salary:</b>                     | \$75,000 per annum                              |
| <b>Employment Status:</b>          | Full-Time, term employment until March 31, 2024 |
| <b>Location:</b>                   | 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 **Learning Coordinator**. This is a full-time (37.5 hours per week) term employment until March 31, 2024, and is a fully remote position. Our head office is located in North Bay, Ontario.

Under the direction and supervision of the **Program Manager, Special Projects**, the **Learning Coordinator** is responsible to execute events that support the wellness of the IRS Workforce while creating capacity-building opportunities. This includes the responsibility for conceptualizing ideas for the events, enforcing budgets, liaising with suppliers, communicating with the Special Projects Team and the IRS Workforce, and ensuring that each event is achieved. The **Learning Coordinator** 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:**

- Post Secondary Degree in hospitality, public relations, management, or a related field.
- Proven experience in event planning and delivery.
- A minimum of three (3) years experience in project delivery.
- Experience working in a First Nation community or with Indigenous groups.
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check.

### **What you will need to be successful:**

- Work closely with the Special Projects Team to complete deliverables outlined in the project proposal.
- Lead in the coordination and events deliverables as outlined in the project proposal.
- Brainstorm and implement event concepts and themes.
- Prepare event budgets and process invoices.



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- Manage the planning and coordination of national meetings, gatherings, and training events for the IRS Workforce.
- Anticipate attendee needs and prepare against potential risks.
- Develop post-event reports on the effectiveness of each event.
- Proficient in Microsoft Office Suite, including Word, PowerPoint, Publisher, and Excel.
- Ability to work effectively and liaise with partners, stakeholders, and colleagues.
- 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. Please self-identify if you are of Indigenous ancestry.

### Deadline:

Applications will be received until the position is filled.

### Please submit your application to:

Marilyn Kimewon, Executive Assistant  
**Subject line: Learning Coordinator**  
[marilyn.kimewon@fpwc.ca](mailto:marilyn.kimewon@fpwc.ca)

### By mail:

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