



FIRST PEOPLES WELLNESS CIRCLE

JOB POSTING:

Gathering Our Bundles Project Coordinator

Reports to:	Program Manager, Special Projects
Supervisory Responsibility:	No
Salary Range:	\$68,000-\$75,000 per annum
Employment Status:	Full-Time, term employment – May 2023, to March 31, 2025
Location:	Remote (Canada)

The First Peoples Wellness Circle (FPWC) is an Indigenous-led national not-for-profit dedicated to enhancing the lives of Canada's First Peoples by addressing healing, wellness, and mental wellness barriers. The organization's purpose is to walk with and support First Peoples and communities to share collective intelligence for healing, peace-making, and living a good life. FPWC's approach is centred on promoting wellness pathways based on traditional knowledge and culture that supports healing and wellness and fosters a two-eyed seeing approach. FPWC envisions a nation where our First Peoples experience wholistic health and wellness by championing diverse cultural values, beliefs, and practices.

FPWC's new strategic plan encompasses four main objectives: Growth, The Framework, Relationships, and Collective Intelligence. Through these objectives, we seek to build relationships with Indigenous and non-Indigenous organizations and build workforce capacity by sharing collective intelligence and implementing the First Nations Mental Wellness Continuum Framework. The FPWC works diligently to advocate for transformative change, aiming to create wellness and whole health pathways for Canada's First Peoples shaped by diverse Indigenous cultural lenses and knowledge.

We are currently looking to fill the position of **Gathering Our Bundles Project Coordinator**. This is a full-time (37.5 hours per week) term employment from May 2023 - March 31, 2025, 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 **Gathering Our Bundles Project Coordinator** is responsible to support the First Nations Wellness Workforce to develop and mobilize community-owned, self-determined, and culturally relevant mental wellness tools and resources. The project will enhance the capacity, knowledge, and awareness for gathering and mobilizing Knowledge Bundles among the First Nation Wellness Workforce. This will address mental wellness priorities which will support the promotion of mental wellness in safe, meaningful, and healing ways by increasing the accessibility of culturally relevant mental wellness tools and resources focused on self-determined mental wellness priorities that have been compounded by the COVID-19 pandemic. The **Gathering Our Bundles Project Coordinator** is required to provide a variety of tasks with knowledge of office protocols and demonstrate an understanding of FPWC's strategic direction.



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Qualifications

- Post-secondary degree (Bachelor's or Graduate degree) in a health discipline.
- Five (5) years of experience with management, community development, and/or leading large-scale projects.
- Experience working with Indigenous/First Nation communities and Non-Profit settings would be considered an asset.
- Experience in Group Facilitation and Program Evaluation.
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check.

What you will need to be successful

- Understanding and Integration of Two-Eyed seeing and strengths-based approach.
- Experience in project development, coordination, and evaluation.
- Proven Community Engagement skills.
- Proven Group Facilitation Skills.
- Experience working with Indigenous communities.
- 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) is 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 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. Please self-identify if you are of Indigenous ancestry.

Deadline: Applications will be received until **Monday, June 12, 2023.**

Submit application to: Marilyn Kimewon, Executive Assistant
Subject line: Gathering Our Bundles – Project Coordinator
marilyn.kimewon@fpwc.ca



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By mail:

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