



FIRST PEOPLES WELLNESS CIRCLE

JOB POSTING: **Resource Developer**

Reports to:	Program Manager, Special Projects
Supervisory Responsibility:	No
Salary Range:	\$55,000 - \$60,489 per annum
Employment Status:	Full-Time, term employment – July 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 **Resource Developer**. This is a full-time (37.5 hours per week) term employment from July 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 **Special Projects Program Manager**, the **Resource Developer** is responsible to provide resource development capability to the '**Building our Bundle**' Project team. Supporting the Project Coordinator, the role plays an integral part in the creation and customization of mental wellness resource materials to meet the specific needs of the First Nation Mental Wellness Workforce.

Qualifications

- Bachelor of Education or a Bachelor's Degree in the helping field.
- Two (2) + years of experience developing resources including online lessons and curriculum with evidence of applied best practice adult learning methodologies.



FIRST PEOPLES WELLNESS CIRCLE

- Proven experience in conducting primary and secondary research to gather content background and resources
- Experience working with First Nation/Indigenous communities and Not-for-Profit settings would be considered an asset.
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check.

What you will need to be successful

- Experience designing online lessons and/or developing curriculum and/or resources
- Strong research and interview skills to gather data to support the creation of background content, resources, and online modules
- Strong working knowledge and proficiency in MS Word, Gmail, Outlook, PowerPoint, Excel, Publisher, and InDesign
- Subject matter expertise and experience in Mental Health and Wellness
- Experience working with First Nation or Indigenous communities
- Understanding and integration of Two-Eyed seeing and strengths-based approach
- Understanding of Indigenous ways of teaching and learning
- Excellent English writing, proofreading, and editing skills.
- Ability to work effectively and liaise with partners, stakeholders, and colleagues.
- Ability to think quickly and creatively, with strong problem-solving skills.
- Ability to work to tight deadlines, autonomously and without supervision.
- Ability to create a consistent work output while maintaining quality.
- 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.



FIRST PEOPLES WELLNESS CIRCLE

Deadline: Applications will be received until position is filled

Submit application to: Marilyn Kimewon, Executive Assistant
Subject line: Resource Developer
humanresources@fpwc.ca

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