



# FIRST PEOPLES WELLNESS CIRCLE

## JOB POSTING: Knowledge Exchange Facilitator

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| <b>Reports to:</b>                 | Program Manager, Mental Wellness Team Supports |
| <b>Supervisory Responsibility:</b> | No   |
| <b>Salary:</b>                     | \$65,000 - \$72,000 per annum                  |
| <b>Employment Status:</b>          | Eighteen-Month (18) Term Position, Full-Time   |
| <b>Location:</b>                   | Remote (Canada)                                |

First Peoples Wellness Circle (FPWC) is an Indigenous-led national not-for-profit dedicated to enhancing the lives of First Peoples in Canada 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 advocates for collaborative and transformative change and promotes pathways to wholistic health and wellness for First Peoples by incorporating diverse Indigenous cultural lenses and knowledge.

FPWC primarily focuses on implementing the First Nation Mental Wellness Continuum Framework and supporting the frontline mental wellness and trauma-specialized workforce. FPWC aims to foster resilience, well-being, and mental wellness within First Nation communities by creating and disseminating resources tailored to the unique needs and perspectives of First Peoples.

We are currently looking to fill the position of **Knowledge Exchange Facilitator**. This is an eighteen-month term full-time (37.5 hours per week) remote position with some travel required. Our head office is located on the traditional territory of Nipissing First Nation, and individuals from Ontario may be given preference.

Under the direction and supervision of the **Program Manager, Mental Wellness Team Supports**, using Two-Eyed Seeing and a strength-based approach, the **Knowledge Exchange Facilitator** is responsible for the development, implementation, delivery, and facilitation of 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.

### What you will need to be successful:

- Strong experience in the creation, delivery, coordination and facilitation of in-person and virtual knowledge exchange events.
- Experience using online tools and platforms, for delivery of virtual events and to engage groups in collaboration and networking.
- Proficient in Microsoft Office Suite and/or Google Docs, including their word processors, spreadsheet applications and slideshow presentations.
- Experience using Adobe InDesign and/or Canva to create visually appealing designs for the promotion of knowledge exchange events and development of resources.
- Ability to work effectively and liaise with partners, stakeholders, and colleagues.



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- Highly motivated, self-directed, able to set professional goals and work with minimal supervision while maintaining efficiency and accuracy.
- High level of professionalism and ability to always maintain confidentiality.
- Excellent time management, effective communication, active listening, decision-making, writing and administrative skills.
- Able to adapt quickly to changes, demonstrate flexibility and the ability to work well under tight deadlines.
- Ability to work Monday to Friday 8:30AM-4:30 PM EST and offer flexibility when required.
- Knowledge of and ability to work in a manner respectful of Indigenous 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.

### 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

**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](mailto:claire.scanlan@fpwc.ca).

### Deadline:

Applications will be received until position is filled.

### Please submit your application to:

FPWC Human Resources Department  
**Subject line: Knowledge Exchange Facilitator**  
humanresources@fpwc.ca

### By mail:

First Peoples Wellness Circle  
Attn: Human Resource Department  
857 Yellek Trail  
Nipissing First Nation  
North Bay, ON P1B 8G5