

PLEASE POST

Employment Opportunity

The Ontario Federation of Indian Friendship Centres is currently accepting applications for the position of ***Aboriginal Healing and Wellness Strategy (AHWS) Policy & Research Coordinator***. Area of Search: Ontario.

RESPONSIBILITY:

The Aboriginal Healing and Wellness Strategy is a unique government/Aboriginal partnership mandated to support family healing (reduce violence) and improve health in Ontario's Aboriginal communities. We are looking for a well-organized, team-oriented individual to assist the AHWS Secretariat and Joint Management Committee in providing policy analysis and development and coordinating research initiatives. Working closely with the Team Lead Policy and Research and in conjunction with the Secretariat staff and committee members, you will provide effective project management and undertake policy and issue-related research and evaluation to provide analysis and advice that will support the work of the Joint Management Committee and sub-committees, as assigned.

Location: AHWS Secretariat, 880 Bay Street, Toronto, with occasional travel.

QUALIFICATIONS:

- Experience with policy/program analysis and policy development.
- Familiarity with research methods within the health and social service fields and ability to critically appraise research within an Aboriginal context.
- Project management experience and strong skills to coordinate simultaneous projects, with minimal supervision.
- Excellent communications (oral and written) to write briefing notes, reports and draft presentations.
- Work under pressure to meet strict deadlines.
- Ability to work cooperatively with multi-organizational teams/committees.
- Familiarity and experience in working with Aboriginal communities and agencies.
- A clear criminal reference check (CPIC) and a Vulnerable Sector Search clearance is a condition of employment offer.

* The Aboriginal Healing and Wellness Strategy is an equal opportunity employer.

SALARY:

Negotiable dependent upon qualifications.

SEND RESUME AND COVER LETTER TO:

Sylvia Maracle, Executive Director

Ontario Federation of Indian Friendship Centres

219 Front Street East

Toronto, Ontario M5A 1E8

Phone: (416) 956-7575

Fax: (416) 956-7577

E-Mail: smaracle@ofifc.org

Please note : (3 employment related references will be required at the time of interview)

DEADLINE: Will remain posted until the position is filled.

***~Only those who are deemed qualified will be contacted for an interview.~
Please send only one application via fax or e-mail.***