

## **PLEASE POST**

### ***Employment Opportunity***

The Ontario Federation of Indian Friendship Centres is currently accepting applications for the position of **Data Technician**. **Area of Search:** Ontario.

#### **RESPONSIBILITY:**

The Aboriginal Healing and Wellness Strategy is a unique government/Aboriginal partnership mandated to foster healing, reduce violence and improve health in Ontario's Aboriginal communities. This position offers a developmental opportunity for a team-oriented individual to assist the AHWS Secretariat in organizing, managing, and analyzing service activity data to promote effective program operations and planning. You will provide effective project administration and, working closely with the Secretariat Manager, Team Leads, policy/program consultants, receive and ensure the completeness and integrity of data according to AHWS reporting requirements, contribute to the establishment of effective data input, review and editing process, procedures and protocols and provide administrative support to program consultants. **Location:** AHWS Secretariat, 880 Bay Street, Toronto.

#### **QUALIFICATIONS:**

- Demonstrated skills in use of database and spreadsheet programs, specifically, Excel, and/or Access.
- Familiarity with word processing programs such as MS Word and ability to touch type to standard.
- Ability to use MS Outlook.
- Working knowledge of office procedures and ability to use all standard office equipment.
- Ability to work cooperatively within a team environment.
- Excellent communications (oral and written) skills.
- Familiarity and experience in working with Aboriginal communities and agencies is an asset.
- A clear criminal reference check (CPIC) and a Vulnerable Sector Search clearance is a condition of the employment offer.

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

#### **SALARY:**

**\$25,500 - \$33,600 per year per annum. Negotiable dependent upon experience.**

#### **SEND RESUME AND COVER LETTER TO:**

Sylvia Maracle, Executive Director  
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**DEADLINE: February 13, 2009 4 p.m. EST.**

Please note: (3 references that are work/volunteer related will be required at the time of interview).

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