

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) Performance Measures Consultant***. 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. We are looking for a well-organized, team-oriented individual to assist the AHWS secretariat and local projects in collecting, organizing, managing and analysing service activity data to promote effective programming. You will provide effective project administration and, working closely with the Secretariat Manager, policy and programme consultants and committee members, participate in quantitative and qualitative research and analysis for planning, tracking, monitoring and evaluating programme performance and various policy issues. You will assist funded projects in implementing performance measurement systems and tools and, as required, coach or train project staff on data entry, administration, and basic analysis. Location: AHWS Secretariat, 880 Bay Street, Toronto, with occasional travel.

QUALIFICATIONS:

- Demonstrated advanced skills in use of data base and spreadsheet programmes, specifically Excel, Access and SPSS;
- Ability to manipulate and interpret statistical data and use statistical data base software for research and analysis;
- Strong administrative skills to co-ordinate simultaneous projects, with minimal supervision. Takes initiative to solve technical problems;
- Work under pressure to meet strict deadlines;
- Ability to work co-operatively within multi-organizational teams/committees;
- Excellent communication (oral and written) to write reports and draft presentations; and
- Familiarity and experience in working with Aboriginal communities and agencies.

THE ABORIGINAL HEALING AND WELLNESS STRATEGY IS AN EQUAL OPPORTUNITY EMPLOYER

SALARY

\$48,000 - \$54,000 per year per annum. 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 • Email: ofifc@ofifc.org

DEADLINE: Monday, July 17, 2006

~Only those who are deemed qualified, will be contacted for an interview.
Please submit only ONE application (by e-mail or fax) ~