

Employment Opportunity



Indigenous Liaison Coordinator

Available From: ASAP

Hours: 37.5 hours/week, Full-time Permanent

Salary: \$50,000 to \$53,000

Location: Industrial Avenue (moving to Courtwood Avenue in December).

Closing date: 20 September 2019

Apply: Via email to hr@makonsag.ca

Job Summary

Makonsag is looking to hire an independent and organized self-starter to join our Indigenous Early Years Circle (IEYC) in the role of Indigenous Liaison Coordinator. In this central role you will have an opportunity to make a meaningful difference to families and children of the Indigenous community by acting as a liaison with the City of Ottawa systems planning activities and working with the Indigenous partners to ensure the Indigenous priorities are upheld and the IEYC is informed and equipped with current information.

Who We Are

The Indigenous Early Years Circle is comprised of all local Indigenous service providers that deliver programming to children 0-6. The goal of the IEYC is to ensure that all Indigenous children aged 0-6 who live in Ottawa have a choice to access holistic, culturally-relevant programs and services that meet their needs, help them develop a sense of self and well-being, and support their families and communities.

Benefits of Working with IEYC and Makonsag

- ✓ Work directly in your community with Indigenous service organizations across the city
- ✓ Continuous opportunities for professional growth, including a robust initial orientation and opportunities to influence indigenous-led services in the city
- ✓ Celebrate pride in our children and communities by working to support the further development of indigenous services, funding, and supports in the city
- ✓ Exciting professional development opportunities in Ottawa, Ontario and throughout Canada!
- ✓ Cultural connections with the Indigenous Early Learning community
- ✓ Competitive salary and benefits
- ✓ Opportunities to participate in other projects, community outreach and educational environments

In this role you will:

- Coordinate and implement Indigenous Early Years Circle (IEYC) events and programming in the community
- Conduct and evaluate research, analyze information and develop recommendations for the IEYC
- Serve as the Recording Secretary for IEYC for all meetings and sessions
- Develop strong linkages between the City of Ottawa's systems planning division and the IEYC
- Communicate systems planning information to the IEYC and facilitate sharing of information
- Build community understanding of services, issues and supports that are available for use to bridge gaps in accessibility of those services and strengthen the IEYC
- Share and validate information via project committee networks and presentations
- Participate actively in engagement sessions, committee groups and various community meetings

To qualify for this role, you have:

- Lived experience as an Indigenous person, and experience working with Indigenous families and/or community organizations
- Strong knowledge of Indigenous culture, language and traditions
- Completion of a diploma or degree in the field of Child Studies, Human Services, Public Policy and Administration, Education and/or a combination of relevant experience
- Familiarity with programs and services available to Indigenous children and families in the City of Ottawa
- Strong communication skills and ability to deliver presentations to a variety of audiences
- Strong project management skills
- Experience analyzing and interpreting data
- Experience navigating municipal-level governance environments would be an asset

Indigenous candidates are encouraged to self-identify. We thank all who apply for this position. Only those applicants selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

Please note Andrew Fleck Children's Services has been engaged to provide the recruitment services for this position on behalf of Makonsag.

Please forward all applications to: hr@makonsag.ca and indicate Indigenous Liaison Coordinator in the subject of your email.