



# BARRIE AREA NATIVE ADVISORY CIRCLE

125 Bell Farm Road, Barrie ON, L4M 6L2  
Telephone: (705) 734-1818 • Fax: (705) 734-1812 • [mwassistant@banac.on.ca](mailto:mwassistant@banac.on.ca)

## JOB POSTING – Gathering our Bundle: Regional Feather Carriers Life Promotion Programming

Position: Facilitator and Training Coordinator	Location: Orillia, ON
Supervisor: Program Team Lead	Term: Full Time - Contract to July 7, 2023
Salary: Annual Salary \$ 50,000-55,000	Closing Date: April 30, 2021 @ 5:00 PM Start Time: TBD

### POSITION DESCRIPTION

The Gathering our Bundle: Life Promotion Programming under the Mamaway Wiidookdawdwin Primary Health Care Team of the Barrie Area Native Advisory Circle (BANAC) was born out of the rising demand of the Feather Carriers: Leadership for Life Promotion Training. It is developed as a regional response to the ongoing need of life promotion activities and programs for Indigenous peoples of the York, Simcoe and Muskoka Regions.

The Facilitator and Training Coordinator will work under the daily direction of the Program Team Lead with oversight provided by the Executive Director of Mamaway Wiidokdaadwin to coordinate and facilitate multiple trainings, workshops and programming. This includes but is not limited to: managing registration and communicating with coordinating teams, booking spaces, catering, ensuring any required materials are ordered, ensuring evaluations are collected and securely stored in the database, and other duties as identified.

### RESPONSIBILITIES

- Work closely with the Program Team Lead and staff to ensure deliverables are met.
- Develop and maintain relationships with Indigenous partners and communities including the Feather Carriers' network of life promoters.
- Maintain open and positive communication with the program team, training participants, program participants, facilitation team, and community partners.
- Identify opportunities for potential partnerships and communicate findings.
- Support project management through monitoring project deadlines, updating tasks as completed, and communicating with program team members. Support data entry.
- Support both virtual and in-person training and programming coordination through managing registration, reservations, catering and ensuring availability of a/v equipment.
- Attend team meetings, committee meetings and contribute to our organization's development process through providing feedback.
- Facilitate multiple trainings, workshops and programming as per the annual workplan.
- Continued community engagement to regional Indigenous communities, partners and individuals with ongoing development of programming to meet these needs.
- Provide peer support for individuals looking for cultural knowledge, ceremonial events and connection.
- Bridge services of participants within programming to services within the Mamaway Wiidookdawdwin Mental Health and Wellness Team or outside organizations as needed.

## QUALIFICATIONS

- Degree or Diploma in Social Work, Social Services or a closely related field.
- Minimum two (2) years of experience in frontline service delivery, program planning and project coordination with Indigenous communities.
- Knowledge of Indigenous history, culture and communities.
- Possess strong planning, organizational, and resource management skills.
- Ability to be a positive, contributing member to a multi-disciplinary team including participating in committee work with regional partners, including First Nations communities and Indigenous organizations.
- Able to work within a flexible schedule, which may require working on evenings or weekends.
- Ability to work interdependently, both self-directed and in cooperation with others.
- Excellent verbal and written communication skills.
- Previous involvement in the Feather Carrier: Leadership for Life Promotion training or relevant Cultural and Ceremonial exposure is an asset.

## JOB REQUIREMENTS

All Employees of BANAC are required to submit a clean **Criminal Record Check with Vulnerability Sector** upon hire and confirm compliance every year thereafter. All employees are to comply with the Occupational Health and Safety Act (OHSA), its regulation's and all occupational health and safety policies and procedures. Due to requirements of this position, a **Valid Ontario Drivers' License** is required and **Valid CPR and AED Certificates**.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

- Work is typically performed in clinic, office, and community settings.
- Regular overtime work may be required from time to time.
- Low to moderate exposure to noise in the work environment.
- Regular exposure to a moderate level of tension and anxiety due to deadlines, competing political pressures, and the competing needs and demands for limited resources.
- Periodic exposure to smoke may occur from the burning of sacred medicines: Tobacco, sweet grass, sage, or cedar.

## EMPLOYMENT CONDITIONS

Specific employment conditions are specified in an employment contract with the Executive Director.

***Please send cover letter, resume, and three (3) reference letters to:***

***Email:*** [mwassistant@banac.on.ca](mailto:mwassistant@banac.on.ca)

***ATTENTION: HIRING COMMITTEE***

Hiring of Indigenous People will be given preference, as allowed under Section 24 of the Ontario Human Rights Code – Special Programs

**DISCLAIMER:** This job posting indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.