

JOB POSTING

POSITION TITLE:	Trainer/Curriculum Writer
COMPETITION NO:	2025-002
REPORTS TO:	Manager of Training Development and Delivery
CLASSIFICATION:	Full-Time
SALARY:	\$73,500 - \$93,000 per annum
LOCATION:	Remote – Frequent travel across Ontario required
POSTING DATE:	July 14, 2025
CLOSING DATE:	July 28, 2025 at 4:00pm (EST)

The ANCFSAO is a provincial association of member Indigenous Child Well-Being Agencies mandated to build a better life for all Indigenous children through policy development, analyses, research, and advocacy in promoting the delivery of culturally based, quality family services to Indigenous populations in Ontario.

POSITION SUMMARY

Reporting to the Manager of Training Development and Delivery, the Trainer/Curriculum Writer is responsible for the development and delivery of ANCFSAO training sessions to support member Agencies and their partners, as well to Children's Aid Societies and other external organizations. The Trainer/Curriculum Writer will develop, organize, and facilitate a range of courses on behalf of ANCFSAO, on their own or with a co-trainer, to diverse participants including staff, leadership, and outside participants.

KEY JOB FUNCTIONS

- Develop, coordinate, and facilitate training sessions.
- Develop training curriculum to meet identified training needs incorporating Anishinabek culture, values, traditions, and teachings into programming.
- Create training resources and participant packages.
- Schedule training sessions using approved training work plans.
- Develop outreach systems to distribute and promote scheduled training events / programs.
- Coordinate facilitators, training facilities, food, accommodations, travel, resources, participants, and other requirements.
- Ensure training sessions are documented with attendance sheets and evaluation forms.
- Review evaluations forms and modify or update training techniques or resources to address areas requiring improvement.
- Deliver training sessions using applicable curriculum and appropriate training methods and processes.
- Collaborate with other agencies and providers in coordinating and delivering training sessions.
- Recommend evidence-based improvements to training processes and develop strategies to address identified areas requiring improvement.
- Maintain service delivery standards and knowledge of industry training trends, techniques, and methodologies.
- Participate in ongoing professional development.
- Demonstrate effective facilitation of a variety of structured learning activities, including small group work, large group discussions, experiential exercises.
- Create and maintain a comfortable and respectful participant-focused environment.
- Complete administrative functions and reporting, adhering to Association policies, procedures, and relevant practices.

QUALIFICATIONS

- Post-Secondary Education with a focus on adult education/learning, education, or related field with experience.
- Demonstrated experience in developing curriculum and facilitating training to diverse adult learners
- Three (3) years experience in a prevention services, child welfare or Indigenous Well-being role would be considered an asset.
- Experience working with First Nation, Inuit and Métis peoples, organizations, and communities with lived experience in culture and tradition as an Indigenous person in Canada.
- Knowledge of the Child, Youth and Family Services Act and Ministry of Children and Youth Services, as well as clinical knowledge of social work theories, principles, and practices.
- Knowledge of the ANCFSAO Mission and Mandate.
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities and Agencies we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada
- Knowledge of best practices in adult education principles and learning methods.
- Ability to develop and deliver solid curriculums and lesson plans.
- High level of facilitation and presentation skills with a focus on adult learners.
- Ability to facilitate effectively, utilizing a wide range of methods and not relying on reading directly from a script or slide presentation.
- Comfortable using training delivery technology and media such as laptops, projectors, PowerPoint slides.
- Ability to always communicate professionally and respectfully
- Handles problems in a pro-active manner with a focus on resolution.
- Proficient writing skills with the ability to draft/edit communications including emails, memorandums, and letters.
- Task oriented with the ability to manage multiple priorities and work in a fast-paced environment.
- Ability to work independently and within a team environment.

WORKING CONDITIONS AND LOCATION

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check and Vulnerable Sector Check are required.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

TO APPLY

Please email with the Subject Line, Competition 2025-002 Trainer/Curriculum Writer, along with the following items to HRGeneral@ancfsao.ca by July 28, 2025.

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).

Incomplete applications will not be considered. Only those selected will be contacted for an interview. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self identify.**

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Our Association is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact HRGeneral@ancfsao.ca