



Position: Literacy Instructor

Salary: \$38,272 - \$43,494

Hours of Work: 32 hours/week

Circulation Level: Level I

Accountability: Educator Director

Employment Status: Full-time term (September-June)

Preferences: MFN Band Members

The Literacy Instructor will perform the following duties:

- Assess learners and develop appropriate training plans to meet learners' needs as specified by Ministry of Training Colleges and Universities (MTCU)
- Instruct learners in a group setting and/or one-on-one
- Assist with curriculum and lesson plan development and ensure appropriate curriculum suitable for Aboriginal Adult Learners
- Maintain and update learner files
- Create and facilitate opportunities for learners to develop and practice team building & leadership skills
- Promote the Literacy program within the community through brochures and weekly flyers
- Provide accurate information to potential learners inquiring about the Literacy program
- Organize and coordinate culturally appropriate workshops
- Organize and implement fund-raising activities
- Conduct research pertaining to Literacy programming
- Responsible for basic filing of office documents, answering emails and faxing
- Complete and submit monthly reports and annual work plan
- Work cooperatively with the Education Team and other First Nation programs

The Literacy Instructor will possess the following qualifications, skills, experiences, and attributes:

- Minimum Grade 12 Diploma
- Minimum 2 year of experience working directly with Aboriginal people
- Willing to enroll in the Teachers of Adults – Literacy Educator Certificate Program/Sault College (which must be completed outside of work hours)
- Able to provide a Vulnerable Sector Check
- Knowledge of Ojibway Culture considered an asset
- Knowledge of Occupational Health and Safety Act as it applied to the worker
- Knowledge of the Workplace Hazardous Information Management System
- Skills include team building; decision making; problem solving; effective verbal and listening communication; time management; and ability to work with little or no supervision.
- Attributes include honesty and trustworthiness, respectful, possess cultural awareness and sensitivity, flexible, and be able to demonstrate sound work ethics.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0

Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740

Deadline: July 31, 2024

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.