



**Position:** Training, Program and Special Projects Coordinator

**Accountability:** Social Services Director

**Salary:** \$49,753 - \$56,542

**Employment Status:** 2 years contract

**Hours of Work:** 32hrs/week (Flexible)

**Preferences:** MFN Band Members

**Circulation Level:** Level I

**The Training, Program and Special Projects Coordinator will perform the following duties:**

- Assist the Social Services Director to develop, deliver and/or oversee the training needs of employees according to the program funding criteria, individual skills, cultural competencies, performance, and knowledge to achieve organizational and program delivery outcomes while focusing on meeting the individual and collective health and social needs of infants, children, youth, and families.
- Maintain and update individual and organizational training workplans, based on work performance and performance appraisals.
- Research training initiatives and opportunities that are relevant to the organization as well as the individual employees, such as child welfare legislation, laws, and regulations, cultural training, program software and hardware updates and program evaluation and outcome measurements.
- Schedule agreed upon training sessions and book facility.
- Coordinate facilitator, training facilities, meals, snacks, accommodations, travel, resources as well as managing participant registrations and other requirements.
- Maintain knowledge of industry standards, legislative changes, training trends, techniques, and methodologies and address deficiencies through needs assessments and ongoing training.
- Research, review and develop standard program evaluation and measurement tools and processes for the Social Services Department.
- Maintain an inventory of formal and informal needs-based curriculum/programs that can be delivered to appropriate age groups and individually within homes.
- Work closely with front line program workers to review, revise existing programs and services and identify new programs and services that can be delivered on-site.
- Develop a comprehensive profile of the First Nation (demographics, buildings, houses, family compositions, public areas, infrastructure, programs and services, location, political affiliations, etc.
- Seek out and/or respond to existing funding opportunities that align with required resources identified by management.
- Oversee special projects to ensure followed through activities are completed with proper project management, funding reports including financial reporting and solutions are remedied where challenges arise.
- Be committed to the development of an effective working relationship with First Nations, government agencies and organizations who are networking with Mississauga First Nation.

**The Training, Program and Special Projects Coordinator will possess the following qualifications, experience, and skills:**

- A College Diploma in Social Services or a social service-related field and two (2) years relevant to the job experience within a social services organization.
- Experience facilitating training or information sessions with a demonstrated comfort level presenting to an audience.
- Experience developing training curriculum and lesson plans, an asset.
- Experience in researching and preparing proposals and accessing various funding applications.
- Experience in developing evaluation tools and applying various evaluation methodologies.
- Must possess current First Aid and CPR certificate.
- Driver's license, insurance and access to a vehicle required.
- Clear Vulnerable Sector Check (VSC/CPIC)
- Knowledge of cultural practices and teachings.
- Must have some experience working within a multi team environment.
- Excellent communication skills, interpersonal skills, organizational and time management skills.

**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

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**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.

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](mailto:hrclerk@mississaugi.com)      **FAX:** 705-356-1740

**Deadline: July 26, 2024**

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

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