



## ODAWA NATIVE FRIENDSHIP CENTRE

### EMPLOYMENT OPPORTUNITY

**Two (2) Early Childhood Educator Training Positions –  
Ottawa Deadline for applications:** Until positions are filled

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#### **JOB SUMMARY**

We are looking for two (2) individuals who are interested in a career in Early Childhood Education to join our dynamic Early On team. As a member of the Early On team, the candidates will be involved in coordinating and communicating classroom activities, team meetings, classroom supplies, health regulations, and compliance to all Ministry and City regulations. All planning and programming will fall under the 'How Does Learning Happen' (HDLH) and Ministry Pedagogy.

The Trainees will work closely with the team to plan, implement and execute programming for children and their families aged 0-6. Trainees are responsible for planning and implementing activities that stimulate learning, and foster development in all areas, Emotional, Social, Cognitive, Physical and Cultural development under the direction of the Director of Early Years and EYC team members. Trainees also have administrative roles and must assist in large centre planning, as well as researching and compiling statistics and adhering to all ONFC policies and procedures.

Trainees, if not currently registered, must register with an accredited College, in the Early Childhood Education sector, and complete a minimum of one class/per semester in order to keep their Trainee status.

#### **REQUIREMENTS**

- A high school diploma.
- Working knowledge of a team environment.
- Understands systemic issues faced by urban Indigenous communities.
- Work cooperatively and effectively with others to reach a common goal.
- Prevent conflict and share resources to encourage symbiotic relationships within the organization.
- Attends to details and pursues quality in the accomplishment of tasks.
- Understands and implements "How Does Learning Happen" in day to day classroom activities.
- Current first aid, Level C with Automated External Defibrillator (AED) training.
- Vulnerable Sector police check.
- Understand and implement all Ministry of Education pedagogy and expectations.

## **RESPONSIBILITIES**

- Design, present and offer community programs.
- Participate in the design execution and roll up of family programming.
- Gather relevant statistical information.
- Ensure the safety of staff and community members.
- Responsible for seeking out and supporting staff in funding opportunities, i.e. request for proposals, grants and other forms of funding.
- Assist with and attend all program and centre meetings.

## **WORK ENVIRONMENT**

- 1) Flexibility and adaptability are necessary in our fast-paced organization.
- 2) Working conditions are normal for an office environment.
- 3) Work regular business hours with some overtime when required.
- 4) Evening and weekend work when necessary.
- 5) Occasional work-related travel within Canada.
- 6) As this position involves working with the public, you must be double vaccinated.

## **SALARY**

To be determined based on experience and education.

If you are interested and meet the above criteria and are fully vaccinated, please send your:

- 1) Cover Letter AND**
- 2) Résumé**

telling us why you think you'd be a great addition to the ONFC to: [emacdonald@odawa.on.ca](mailto:emacdonald@odawa.on.ca).

**Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.**

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest, however, only those selected for an interview will be contacted.