



**NIAGARA
PENINSULA
ABORIGINAL
AREA
MANAGEMENT
BOARD**

**HERE WE GROW AGAIN!
SEEKING MOTIVATED TEAM PLAYERS!
JOB POSTING**

The urban Aboriginal youth we serve will have increased confidence, self-esteem and leadership abilities. They will develop skills and a strong attachment to the workforce that will make them more employable and provide them with greater stability. NPAAMB will be a leader in supporting our youth as they transform into leaders contributing to their communities.

The Niagara Peninsula Aboriginal Area Management Board is currently seeking:

(1) SPF Building Futures Program Coordinator

42 Months Full Time Contract Position (40 Hours per week)

Location: Various locations across Southern Ontario-
St. Catharines first 24 months

The Building Futures Program Coordinator, under the direction of the Program Manager, will primarily be responsible to provide program/initiatives/project coordination, support and effective service delivery to the Building Futures program to ensure the project is aligned with NPAAMB's long term strategic plan and the SPF Contribution Agreement between NPAAMB and ESDC. The Building Futures Program is a 17 week youth training program that provides youth with essential skills in Building and Construction Trades; construction site training in residential construction techniques and; on the job work experience in renovations and materials resale environments. This program is in partnership with Habitat for Humanity- Niagara.

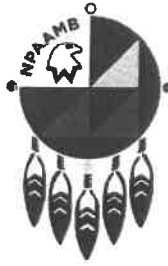
Main Responsibilities include:

PLAN, DEVELOP, IMPLEMENT, EVALUATE (50%):

- Coordinates program implementation, evaluation and reporting to ensure consistency with criteria established by funding sources and the vision and goals of NPAAMB;
- Secure informal and formal local partnerships with other organizations and service providers;
- Work collaboratively with the external Program Evaluation Consultant to identify evaluation framework and to implement and complete evaluation metrics in alignment with the deliverables of the funding agreement.

IMPLEMENTATION/SERVICE DELIVERY (20%):

- Coordinates responsibilities for direct reports by providing direction, coaching, feedback, training and development opportunities;
- Conducts participant screening, interview and coordinates pre-program assessments and intake surveys and utilizes the data to inform adjustments to curriculum delivery and identify areas for participant upgrading;
- Monitor the arrangement and coordination of program delivery logistics such as: hospitality, room bookings, transportation.



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EVALUATION (15%):

- Administration of approved data collection tools (i.e. Surveys) related to the Evaluation Plan of the Program;
- Provides recommendations for program developments, improvements, implementation of work plans and evaluation framework.

CLIENT CASE MANAGEMENT (15%):

- Work directly with registered participants for the duration of the program to ensure linkages and action planning with Community, Youth Service Officers and other service providers and; to address and remedy the immediate needs of clients as they arise;
- Completes KETO Database System entries to ensure accuracy and required case management of clients.

The successful candidate will have demonstrated proven experiences with:

- Five years of progressive experience in a related field; Experience supervision of a minimum of 3-5 staff
- Bachelor's degree in Social Work, Education, Sociology, Child and Youth Studies or a related field or 10 years experience front line client service and program coordination
- Knowledge of relevant cultural traditions and Indigenous history
- Equivalent combination of education and experience may be considered
- Knowledge of building and construction trades and/or the 9 recognized essential skills

The successful candidate must have a valid driver's license and ability to travel within Southern Ontario to other office locations to fulfill the duties of the position.

Mail, Courier or email your Resume and/or CV, and 3-work-related references to the attention of:

Brandee Sandy, Office Manager recruitment@npaamb.com

Niagara Peninsula Aboriginal Area Management Board
50 Generations Drive, 2nd Flr. Box 9 | Ohsweken ON NOA 1M0

Applicants are encouraged to request the e-copy of the job description from Brandee Sandy, Office Manager at recruitment@npaamb.com

Closing Date: Thursday, November 16, 2017 by 4 pm

Start Date: as soon as possible, preferably mid to late November 2017

Salary range: \$48,000 - \$50,750 per annum with benefits after 3 months

All offers of employment are contingent upon receipt and acceptance of Vulnerable Sector CPIC

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise that only those selected for an interview will be contacted. An Equal Opportunity Employer. **PREFERENCE TO QUALIFIED CANDIDATES OF ABORIGINAL DESCENT WILL BE GIVEN**

50 Generations Drive, 2nd Floor, Box 9 • Ohsweken, ON • NOA 1M0

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