



# Ontario Federation of Indigenous Friendship Centres JOB POSTING

RECEIVED  
JAN 10 2019

---

## OPLC DEVELOPMENT COORDINATOR

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 28 Friendship Centres and other urban Aboriginal service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

### **Responsibilities:**

To coordinate all aspects of the development of the Original People's Learning Centre (OPLC) and assist in ensuring urban Indigenous communities' education-related needs and priorities are reflected in the OPLC.

*A job description is below*

### **Qualifications:**

- Master's degree in social sciences, education or another relevant discipline
- 2 – 3 years of experience in an academic setting, project management or social/anthropological action research
- Experience working with Indigenous communities in the area of education and research
- In-depth knowledge of Indigenous pedagogies, training modalities and approaches to research
- Knowledge of post-secondary education, research and training
- Ability to coordinate multiple projects and initiatives while working with cross-functional teams
- Excellent written and oral communications skills. Fluency in French and/or other languages an asset
- Documented and extensive experience in grant writing and fundraising
- Exceptional ability to build and foster relationships in urban Indigenous communities, with Indigenous scholars and students, academics and funders

### **Contact Information:**

If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres  
219 Front Street East, Toronto, ON M5A 1E8  
Website: [www.ofifc.org](http://www.ofifc.org)

Lisa George, HR Manager  
Fax: 416.956.7577  
Email: [hr@ofifc.org](mailto:hr@ofifc.org)

<b>Date Posted:</b>	1/10/2019	<b>Posting Deadline:</b>	Until Filled
---------------------	-----------	--------------------------	--------------



# Ontario Federation of Indigenous Friendship Centres Job Description

Position Title:	OPLC DEVELOPMENT COORDINATOR		
Grade:	5	Created:	November 2018
Workgroup:	Training	Approved:	January 2019
Supervision:	Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director, or designate. Daily supervision is designated to the Training Director.		

## VISION

### **Primary Objective:**

To coordinate the development of the Original People's Learning Centre (OPLC) and advancing integration of its foundational elements, including training, research and evaluation.

## KNOWLEDGE

### **Core Competencies:**

- **Culture** - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIFC's Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.
- **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.
- **Critical Thinking** - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.
- **Building Relationships and Strategic Partnerships** - Builds, develops and sustains business relationships / strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.
- **Results Orientation** - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).
- **Teamwork and Collaboration** - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge, recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.
- **Communication** - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.

### **Behavioural Competencies:**

- Strong Analytical Thinking
- Creativity/Innovative
- Project coordination
- Collaborative Team Player
- Planning and Organising

## **REASON**

### **Work Environment:**

Works in a safe and suitable office environment exposed to mid to high-level computer use (internet research) often faced with tight deadlines.

### **Working Hours:**

Overtime required during peak periods and when workload necessitates. The job may require provincial travel (e.g. to FC) and/or regular local travel (e.g. conferences or workshops). Some international travel may also be involved. Travel timing is flexible and planned in advance.

## **ACTION**

### **Key Contacts/Relationships:**

#### **Internal**

Primarily communicates with the Training and Research Directors, Training and Research workgroups, and the Executive Director for the purposes of exchanging and sharing information, integrating and collaborating. Will report monthly to the Training Director and Executive Director our priorities, progress and executive direction required.

#### **External**

Communicates with Friendship Centres, Indigenous Knowledge Keepers, academic institutions, scholars, funders, stakeholders, Indigenous organisations, and students for sharing of information and collaboration.

### **Key Responsibilities:**

#### **Project coordination and resource development (65%):**

- Coordinates internal knowledge mobilization related to Indigenous pedagogies, education frameworks, training modalities and education-related research to create OPLC's pedagogical framework and other foundational resources.
- Researches and organizes historical OPLC materials to develop an evaluation plan for the OPLC
- Plans the development stages for the OPLC, identifying necessary resources, timelines and coordinating all internal efforts.
- Assists in the identification and packaging of stand alone culture-based training materials
- Establishes contact and interactions with provincial indigenous institution's workgroup appropriate for the OPLC development in collaboration with the Training Director.
- Prepares grants letters, reports, submissions, briefs, research, position papers related to OPLC also to funding bodies as per requirements to ensure OFIFC is compliant with funding agreements relevant to area of specialisation;
- Develops frameworks, approaches, strategies and resources as they affect the relevant file area; promotes recognition of Indigenous culture-based initiatives within area of specialisation;

#### **Relationships/Partnerships/Support (30%):**

- Interfaces with key OFIFC personnel for information, context, and design/implementation input;
- Fosters relationships with Indigenous Knowledge Keepers and Elders;
- Identifies and actively pursues beneficial partnerships with other Indigenous education, training and research institutions nationally and internationally.
- Maintains and develops relationships with Friendship Centres to understand their education-related strengths, needs, and priorities;
- Maintains consistent, high level of interactions and supports development of the OPLC by identifying funding opportunities and promoting stakeholder relationships at provincial and national levels;
- Maintains relationships with provincial ministries and federal department as relevant;
- Provides support to other workgroups on key projects or initiatives as requested;

Other (5%):

- Promotes a healthy, safe work environment; and
- Maintains and upgrades professional skills; and
- Performs other duties, related to the position, as assigned by the Executive Director or designate.