Association of Native Child and Family Services Agencies of Ontario

JOB POSTING

POSITION TITLE:	Trainer/Curriculum Writer
COMPETITION NO:	2026-004
REPORTS TO:	Manager of Training Development & Delivery
CLASSIFICATION:	Full-Time Contract – Term: 12 Months
SALARY:	$73,500 - $93,000 per annum
LOCATION:	Remote – Frequent travel across Ontario required
POSTING DATE:	November 24, 2026
CLOSING DATE:	December 8, 2026, at 4PM (EST)

The ANCFSAO is a provincial association of member Indigenous Child Well-Being Agencies mandated to build a better life for all Indigenous children through policy development, analyses, research, and advocacy in promoting the delivery of culturally based quality family services to Indigenous populations in Ontario.

This is an existing role within ANCFSAO's Training unit, responsible for the development and delivery of ANCFSAO training sessions to support member Agencies and their partners.

POSITION SUMMARY

Reporting to the Manager of Training Development & Delivery, the Trainer/Curriculum Writer is responsible for the development and delivery of ANCFSAO training sessions to support member Agencies and their partners, as well external organizations. The Trainer/Curriculum Writer will develop, organize, and facilitate a range of courses on behalf of ANCFSAO, on their own or with a co-trainer, to diverse participants including staff, leadership, and outside participants.

KEY JOB FUNCTIONS

- Develop and deliver culturally grounded training programs, integrating Anishinabek values, traditions, and teachings where appropriate.
- Coordinate all aspects of training logistics, including facilitators, venues, materials, travel, accommodations, and participant support.
- Create training resources, participant materials, and outreach strategies to promote upcoming sessions and ensure strong engagement.
- Monitor and evaluate training effectiveness through attendance tracking, evaluation forms, and continuous improvement of curriculum and methods.
- Maintain accurate administrative records, work plans, reports, and documentation in alignment with organizational policies and confidentiality standards.
- Collaborate with partner agencies, participate in committees, and pursue ongoing professional development to stay current with training trends and best practices.

QUALIFICATIONS

- Post-secondary education in adult education/learning, education, or a related field, with demonstrated experience developing curriculum and facilitating training for diverse adult learners.

- Experience working with First Nation, Inuit, and Métis peoples, communities, and organizations. Lived experience with Indigenous culture and traditions is considered a strong asset.
- Knowledge of the Child, Youth and Family Services Act, social work principles, and awareness of ANCFSAO's mission, mandate, programs, and member agencies.
- Strong understanding of Indigenous history and contemporary realities, including the impacts of Residential Schools and the Sixties Scoop.
- Advanced facilitation, presentation, and curriculum-development skills, with the ability to apply adult learning principles and use training technologies
- Excellent communication, problem-solving, and organizational abilities, including professional writing skills, emotional intelligence, confidentiality, and the capacity to work both independently and collaboratively.

WORKING CONDITIONS AND LOCATION

- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check and Vulnerable Sector Check are required.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

TO APPLY

Please email with the Subject Line, Competition 2026-004 Trainer/Curriculum Writer, along with the following items to HRGeneral@ancfsao.ca by December 8, 2026, by 4:00PM (EST).

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- A resume including three (3) work-related references.

ANCFSAO does not use artificial intelligence tools to screen, assess, or select applicants for this position.

Incomplete applications will not be considered. Only those selected for an interview will be contacted. **Preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify.**

A full job description is available upon request.

We welcome and encourage applications from people with disabilities. Accommodation is available upon request for candidates taking part in all aspects of the selection process.

Our Association is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact HRGeneral@ancfsao.ca