

The M'Wikwedong IFC is currently accepting applications for full-time position (35 hrs/wk) of **Kizhaay Anishinaabe Niin (I am a Kind Man) Program Coordinator**.

M'Wikwedong IFC is an Indigenous not for profit organization. We are culturally based and community focused, and committed to driving positive change for the community. As a staff member of M'Wikwedong IFC you will have opportunity for professional growth, access to Elders and Traditional Knowledge Keepers, and a generous benefit package. Salary for this position is \$50,000 - \$55,000 depending on experience

The Kizhaay Anishinaabe Niin (I am a Kind Man) program responds to the need to address disproportionate levels of family violence in particular, violence against women. Based on the Seven Grandfather Teachings, it provides Indigenous culture-based community services focused exclusively on the engagement of urban Indigenous men and male youth committed to ending all forms of violence perpetrated against Indigenous women and girls, Two-Spirit and gender diverse people. As a vehicle of change, the Kizhaay Anishinaabe Niin: I am a Kind Man Program acknowledges it is not a stand-alone approach and that whole communities must be committed to being leaders for change. This program is built around the delivery of a 12 week program for men by a certified Kizhaay Anishinaabe Niin Facilitator (training to be provided).

**Key Responsibilities:**

- Organization and Delivery of the twelve-week Kizhaay Anishinaabe Niin Program
- Promotes on-going healthy lifestyle programs within the community, specifically targeting Indigenous children, youth, women and seniors.
- Consults with community members to determine healthy lifestyle program needs and interests; and build community relationships to support integrated program activities.
- Develops and manages the program schedules on a quarterly basis, reflecting the needs, interests and available resources of the community, and provide culture-based program activities.
- Plans, organizes, supervises, assesses and facilitates physical fitness and recreation programs; sport activities; healthy eating and nutrition education programs; youth leadership and traditional uses of tobacco.
- Maintains and manages program activity records and direct-service user files, including ensuring that all direct-service users and participants have signed appropriate forms to mitigate risks to the Friendship Centre, caused by injuries while participating in the program.
- Facilitates regular communication and program coordination with other Friendship Centre Programs.
- Accurately reports and ensures all program objectives are being met in accordance with agreements.
- Participates in professional development opportunities and ensure certification is kept up-to-date, specifically First Aid, CPR and Injury Prevention (as directed and required).
- Utilizes quarterly reporting tools and database to input all data as required.

**Qualifications:**

- Trained Facilitator of the Kizhaay Anishinaabe Niin Program or willing to attend and complete the five-day Facilitator Training.
- College or university degree in Indigenous studies, social work, health studies, child and youth work or combination of education and relevant work experience.
- Strong knowledge and awareness of Indigenous culture and history, with emphasis on the impacts of trauma, family violence, Indigenous youth engagement and community outreach in an urban setting is an asset.
- Knowledge and delivery of sports and recreation programming.
- Demonstrated experience in the not-for-profit sector
- Strong computer skills and expertise in the use of MS Office
- Ability to work under pressure to manage multiple priorities and programs
- Strong problem-solving skills and diplomacy
- Strong commitment to confidentiality and discretion
- Ability to obtain a satisfactory CPIC- Vulnerable Sector
- Knowledge of the Ontario Federation of Indigenous Friendship Centres (OFIFC).

M'WIKWEDONG IFC is a highly flexible organization offering additional compensation including paid cultural days, 4 paid holidays beyond mandatory Employment Standards, paid shutdown over the Christmas holiday week, and health benefits. M'WIKWEDONG IFC health benefits are offered to full time permanent employees, employees will be able to enroll upon the successful completion of their (3) three-month probationary period.

M'WIKWEDONG IFC is committed to providing work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, M'Wikwedong IFC will make accommodations available to applicants with disabilities upon request during the recruitment process.

M'WIKWEDONG IFC strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, M'Wikwedong IFC will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Since this position is engaged primarily in serving the interests of Indigenous people, M'WIKWEDONG IFC shall give preference to Indigenous people who possess the requisite skill sets and experience.

Artificial intelligence (AI) is not used by MIFC to screen, assess, or select applicants for this role.



M'Wikwedong Indigenous Friendship Centre  
**Employment Opportunity**  
***Closing Date: open until filled***

**To Apply: Position is open until filled**

Please submit a complete package that includes:

- Cover letter and resume in Word or PDF format
- 3 references (two work related and 1 character)

**By Email:**

[hrdirector@mwikwedong.com](mailto:hrdirector@mwikwedong.com)

**Re: Kizhaay Anishinaabe Niin (I am a Kind Man) Program Coordinator in the subject line**

**By Mail:**

**CONFIDENTIAL- Kizhaay Anishinaabe Niin (I am a Kind Man) Program Coordinator.  
Human Resources Director  
M'Wikwedong Indigenous Friendship Centre  
1045 3<sup>rd</sup> Ave. West, Owen Sound, ON N4K 5W6**

**NOTE:**

- All applications will be screened based on receiving a COMPLETE APPLICATION PACKAGE.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- All applicants understand and agree that by submitting a job application; at their cost, the successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.