

## **INDIGENOUS OUT-REACH & PROGRAM FACILITATOR**

### **FULL-TIME 1 YEAR CONTRACT**

The *ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION (ONECA)* is excited to announce that we have established a partnership with Food and Beverage Ontario's Careers Now and we are seeking a dynamic person to fill the above position.

#### **Indigenous Outreach and Programs Facilitator**

Full-time/ 12-month contract/ 35hr per week

Salary: \$25.00 per hour

**POSITION TITLE:** Indigenous Outreach and Programs Facilitator

**REPORTS TO:** Executive Director

**POSITION:** Facilitate and connect with Indigenous Youth to help build relationships and initiate and engage them in opportunities for them in the Food and Beverage Industry

#### **RESPONSIBILITIES:**

- Outreach and coordinate meetings
- Identify workforce barriers to entry for Indigenous youth and conduct/assemble related labour market analysis.
- Develop a tailored mentorship and career coaching program for Indigenous youth exploring, and initiating, a career in the food and beverage processing industry.
- Develop specific resources for promotion and engagement.
- Host career fairs to connect jobseekers and employers and provide career and educational information.
- Engage CareersNOW! in ONECA events.
- Preparing Reports and communication pieces
- Research and reporting
- Other related duties that support the project

#### **QUALIFICATIONS AND SKILLS REQUIRED:**

- Minimum Post-Secondary education in a related field (Social Service Worker, Indigenous Studies, Native Counsellor Training Program)
- Experience working with Indigenous communities
- Advanced oral and written communications
- Knowledge of Employment barriers faced by Indigenous youth

- Experience coordinating events and career fairs
- Knowledge of the food and beverage industry
- Ability to work in a fast-paced environment and under pressure.
- Knowledge of community resources.
- Excellent recording and data collection skills.
- Must be willing to travel
- Must have a valid drivers license and reliable transportation

To apply submit your resume and 3 references to: [oneca@oneca.com](mailto:oneca@oneca.com) with the title INDIGENOUS OUTREACH & PROGRAM FACILITATOR in the subject line.

**DEADLINE FOR APPLICATIONS: May 30, 2022** or until the position is filled.