



ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION

37A Reserve Road, P.O. Box 220, Naughton, Ontario, P0M 2M0

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Part-Time Project Assistant – Indigenous Cannabis and Vaping Project

Contract March 2021 – December 2021

ONECA is seeking a part-time research assistant to work with the coordinator to execute the goals and objectives of a Health Promotion project with a focus on the impacts of Recreational Cannabis use and Vaping Project. We will take a holistic approach to conducting research and creating resources, videos and tools to support Indigenous youth make healthy choices.

The job description of the project assistant is to support the coordinator so that all aspects of a project are duly attended to and completed on schedule.

- Coordinate online meetings
- Assist with the coordination of volunteers and facilitators
- Collaborate with the coordinator to design workplans and schedules
- Assist the coordinator with research, developing surveys
- Assist with the preparation of resources and printed materials
- Assist with the coordination of forums, filming and project activities
- Prepare information and distribute
- Assist with mailing out information
- Assist with writing reports and record keeping
- Respond to requests
- Other assigned duties as it relates to the project
- Other duties as assigned by the coordinator to meet the needs of the project

Education Requirement

Social Work Diploma- Indigenous Specialization, or Addictions Diploma or equivalent work experience in area of Health and wellness.

Requirements – Qualities – Skills, Knowledge, and Abilities –Project Assistant

The skills, knowledge and abilities usually required by employers to be considered for the position of project assistant consist of the following:

- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook etc.
- Competent in using a variety of online platforms such as zoom, web x, teams
- Understanding of First Nation Protocols, culture and community
- Excellent research skills
- Be a team player and willing to contribute to the project
- Ability to pay attention to detail
- Experience in coordinating events, conferences, meetings
- Good communication skills
- Ability to solve problems
- Ability to manage time effectively
- Excellent public relations skills
- Excellent planning skills

- Must have a valid driver's license and reliable transportation
- First Nation Language an asset

To apply please submit your resume with 3 references and your CPIC to:

Roxane Manitowabi
Executive Director
Ontario Native Education Counselling Association
P.O. Box 220, 37A Reserve Road,
Naughton, Ontario
P0M 2M0
Email: oneca@oneca.com

Deadline for applications: January 15, 2022

Thank you for your interest in the position, only those who are considered for an interview will be contacted.