

Shibogama First Nations Council

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Internal/External Posting

Training Coordinator – Community Mental Wellness Team

Term position until March 31, 2022, with possibility of extension based on funding

Position based in Sioux Lookout

Position Summary

The Training Coordinator is responsible to coordinate professional development activities for the Payahtakenemowin Wellness Program and community-based programs that align with the service priorities of the Payahtakenemowin Wellness Program.

Duties and responsibilities of the position include:

- Prepare training assessment surveys, questionnaires, and other suitable methods of information gathering to collect input on the training needs of Payahtakenemowin Program staff and community-based workers.
- Consult with external training providers to ensure appropriate and culturally relevant training is delivered according to the needs of communities and the organization.
- Coordinate the delivery of training sessions, both virtually and in-person. This includes travel and accommodation arrangements for trainers and registrants, session logistics (venue, equipment, food, etc.) and other preparation requests from the trainer(s).

Required qualifications and experience:

- University degree in social services, adult education, or another relevant field preferred. A combination of other post secondary education and professional experience may be considered.
- Minimum of two years experience working in the field of adult training and/or education.
- Five years experience working in a community program, preferably offering mental health services.
- Experience working with Indigenous organizations and communities.

A full job description is available upon request from: brenda@cedarboughconsulting.ca

Please submit cover letter and resume by email to:

Hiring Committee

Shibogama First Nations Council

P.O. Box 449, 81 King St

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brenda@cedarboughconsulting.ca

We wish to thank in advance all those who submit applications. However, only those selected for an interview will be contacted.

Deadline for application: Open until filled