



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Workshop Coordinator/instructor - Entrepreneurial Skills

Job ID	A3-D2-99-6E-FB-B3	
Web Address	https://careers.indigenous.link/viewjob?jobname=A3-D2-99-6E-FB-B3	
Company	Native Women's Association Of Canada	
Location	Ottawa, Ontario	
Date Posted	From: 2019-10-23	To: 2020-04-20
Job	Type: Full-time	Category: Education
Job Start Date	Mid-November	
Job Salary	\$45,000 To \$55,000	
Languages	Required: English	
Asset: French, An Indigenous Language		

Description

Reports to: Business Employment and Social Development Director

Term: Indefinite

Closing Date: Open until filled

Your Impact

The Native Women's Association of Canada (NWAC) is a National Indigenous Organization representing the political voice of Indigenous women and girls in Canada. Incorporated in 1974, NWAC works to advance the social, political, and cultural well-being and equality of Indigenous women through advocacy, education, research and policy.

This exciting opportunity aims to make a difference in the lives of Indigenous women, Two-Spirit and gender diverse entrepreneurs in Canada and around the world.

Your Work

Develop and provide training to Indigenous women, Two-Spirit and gender diverse entrepreneurs on starting and managing a small business.

Responsible for the creation of high quality education products and workshops designed to meet the professional development needs of students in a safe learning environment.

Plan, organize and coordinate the execution of the education program including workshops.

Experience

Required

Experience developing and facilitating educational workshops.

Relevant experience in a small or medium-sized private or non-profit organization, related to branding, marketing, finance or management.

Must be computer literate with MS Word, Excel, PowerPoint, and Adobe.

Assets

Experience in training or curriculum design.

Experience in working with a National Indigenous Organization, Indigenous Peoples, especially

women.

Credentials

Post-secondary diploma

Education Requirements

Required

Post-secondary diploma or certificate or an equivalent combination of education and experience.

Asset

Certification in teaching, adult training, essential skill instruction, coaching and/or event planning.

Essential Skills

Core Competencies

- Ability to plan, organize, coordinate and execute training and performance improvement programs.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to develop and present information and ideas to diverse groups.
- Well-developed critical thinking, problem solving and analytical skills.
- Ability to work as a team member.
- Ability to manage multiple conflicting priorities.
- Ability to interact professionally.
- Reliable and dependable.

Work Environment

What We Value

We value diversity, sharing, adaptability and a willingness to learn.

How We Work

Our team is organized to maximize collaboration, information exchange, as well as efficiency. We are looking at various approaches to organize our teams and foster a great workplace environment, and as such we are open to hearing about your experiences and ideas to ensure we achieve our team objectives as efficiently as possible.

Other

- Preference will be given to Indigenous women candidates, please self-identify.
- Only those selected for an interview will be contacted.
- Interviews will be held in Ottawa or by teleconference.
- Willingness to travel when necessary.

How to Apply

apply@nwac.ca