



ABORIGINAL LEGAL SERVICES
Gaa kina gwii waabamaa debwewin - All those who seek the truth

Job Title:	Giiwedini Anang Program Coordinator	Travel Required:	Toronto / Peel
Location:	45 Bellwoods Ave	Position Type:	Full time, In-person
Reports to:	Senior Manager, Giiwedini Anang Program	Posting Expires:	November 10, 2023
		Salary	\$48,000

Job purpose

Aboriginal Legal Services (ALS) strengthens the capacity of the Aboriginal community and its citizens to deal with justice issues and provide Aboriginal controlled and culturally based justice alternatives. Our dedicated staff is our most valued resource. Compassionate care, teamwork, professionalism, communication, and respect are the values that set ALS apart.

We are currently seeking a Coordinator for the Giiwedini Anang program for a 2-year funding contract starting on October 12, 2023. This position is part of a unionized workforce.

The Program Coordinator will be a member of the Giiwedini Anang team. The incumbent facilitates the daily operation of the programs by completing all intakes, Circle bookings, scheduling, correspondence, and other admin duties during regular work hours.

General Duties and Responsibilities

- **Intake:** Efficiently manage and complete all intakes for the Bellwood's location programming, including the Welcome Home, FASD and Giiwedini Anang family programs, while upholding strict confidentiality and neutrality in handling client information.
- **Meeting Coordination:** Plan and coordinate both online and in-person meetings and events, such circles, groups events, staff meetings, and wellness initiatives, ensuring smooth logistics;
- **Data Management:** Maintain and update all case management data listings, including client and community information and other pertinent data;
- **Team Assistance:** Offer continuous administrative support to the Program Manager and the team.
- **Correspondence:** Maintain open and effective communication with program facilitators, supervisors, and managers; Prepare a variety of correspondences, including memos, letters, reports, agendas, and statistical documents, ensuring accuracy and professionalism.
- **Administrative Support:** Handle administrative requests and queries from the Program Manager, providing timely and effective assistance;
- **Team Assistance:** Extend administrative support to the team as requested, fostering a collaborative work environment;
- **Event Registration:** Register staff or managers for conferences, training, and workshops and coordinate the travel logistics as requested by the program manager, ensuring timely enrollment and participation. This may include accompanying the team to events that require travel;
- **Document Management:** Scan documents for cloud document storage, contributing to efficient data management;
- **Internal Information:** Prepare and/or coordinate information for internal use and distribution, ensuring everyone is aligned with goals and objectives and parties have access to necessary information;
- **Funding Applications:** Assist in completing various funding applications as requested, adhering to guidelines and deadlines;
- **Mailing and Labeling:** Prepare mailing labels for file folders, cheques, and letters, facilitating effective document management and the mailing process;
- **Reception:** Provide receptionist when required, fulfilling receptionist responsibilities as needed;
- **Ad Hoc Duties:** Undertake any other duties as assigned, contributing to the overall efficiency and success of ALS;

Qualifications

- Strong Admin and interpersonal skills;
- Strong critical thinking, ability to maintain neutrality, and strength-based approach;
- Understanding the Signs of Safety and anti-oppressive practices;
- Graduate of a university or college from a social service program;
- Knowledge, experience and understanding of Indigenous cultural and legal issues is preferred;
- Experiences serving or working with Indigenous clients and communities is preferred, including case management and writing skills;
- Ability to attend employer mandate training and workshops;

Applicants who self-identify as Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process

To apply:

To apply to this job posting please submit your cover letter or a letter of interest with “Giiwedin Anang Coordinator” in the subject line to hrgeneral@aboriginallegal.ca by no later than **5pm on Friday November 10, 2023**.

Aboriginal Legal Services is an equal opportunity organization committed to diversity and inclusion. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome and encourage applications from all qualified applicants. Accommodations for persons with disabilities required during the recruitment process are available upon request.

To request accommodation, please email Nazaninn@aboriginallegal.ca.

We would like to thank all applicants for their interest but only those selected for an interview will be contacted.

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