

## **PLEASE POST**

### ***Employment Opportunity***

The Ontario Federation of Indian Friendship Centres is currently accepting applications for the position of ***Aboriginal Healing and Wellness Strategy (AHWS) Performance Measures Coordinator***. Area of Search: Ontario.

#### **RESPONSIBILITY:**

The Aboriginal Healing and Wellness Strategy is a unique government/Aboriginal partnership mandated to foster healing, reduce violence and improve health in Ontario's Aboriginal communities. We are looking for a well-organized, team-oriented individual to assist the AHWS Secretariat and local projects in collecting, organizing, managing, and analyzing service activity data to promote effective programming. You will provide effective project administration and, working closely with the Secretariat Manager, Team Leads, policy/program consultants and committee members, participate in quantitative and qualitative research and analysis for planning, tracking, monitoring and evaluating program performance and various policy issues. You will assist funded projects in implementing performance measurement systems and tools and, as required, coach or train project staff on data entry, administration and basic analysis. **Location:** AHWS Secretariat, 880 Bay Street, Toronto, with occasional travel.

#### **QUALIFICATIONS:**

- Demonstrated advanced skills in use of database and spreadsheet programs, specifically, Excel, Access and SPSS.
- Ability to manipulate and interpret statistical data and use statistical database software for research and analysis.
- Strong administrative skills to coordinate simultaneous projects, with minimal supervision.
- Takes initiative to solve technical problems.
- Work under pressure to meet strict deadlines.
- Ability to work cooperatively with multi-organizational teams/committees.
- Excellent communications (oral and written) to write reports and draft presentations.
- Familiarity and experience in working with Aboriginal communities and agencies.

**The Aboriginal Healing and Wellness Strategy is an equal opportunity employer.**

#### **SALARY:**

**\$48,000-\$54,000 per year per annum. Negotiable dependent upon qualifications.**

#### **SEND RESUME AND COVER LETTER TO:**

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**DEADLINE: February 15, 2008**

***~Only those who are deemed qualified will be contacted for an interview.~  
Please send only one application via fax or e-mail.***