



Shooniyaa Wa-Biitong Employment Opportunity

Community Program Officer, Northern Area – Kenora Office

Permanent full-time position - 37.5 hours/week, Monday – Friday

Benefits: Health 100% covered by employer

Pension: Up to 5% matched by employer

Salary range: Contingent on experience and qualifications

Position Overview: The Community Program Officer is responsible for fostering and maintaining strong connections between the programs and services offered by Shooniyaa Wa-Biitong and their assigned Anishinaabe communities. This role is primarily focused on building relationships, understanding community needs, ensuring Shooniyaa Wa-Biitong's programs align with the unique cultural and socioeconomic context of the Anishinaabe communities. The Program Officer ensures compliance with the program administration guidelines for funding and reporting.

Core Responsibilities:

- Community Engagement, Guidance, Assessments, and Outreach
- Program & Services Delivery, Administration, and Reporting
- Documentation and File Maintenance
- Professional Development and Collaboration

Qualifications:

- A degree in a relevant field, such as social work, community development, public relations, or a related discipline, is often preferred.
- Demonstrated experience in community engagement, outreach, or similar roles, preferably within Indigenous communities or organizations.
- Valid G class driver's license with clear driving abstract and accessibility to a reliable insured vehicle.
- Proficiency in using office software and communication tools for documentation and reporting.
- Proven ability to build and maintain relationships with community leaders, members, and stakeholders.
- Experience in supporting program development and implementation, including gathering community insights and feedback.
- Strong written and verbal communication skills, with the ability to communicate effectively with diverse groups and audiences.
- Understanding of Indigenous history, traditions, and beliefs with the ability to implement cultural values and practices within the delivery of services; Ability to speak one of the Anishinaabe dialects is an asset.
- Familiarity of Anishinaabe communities and organizations; experience working for an Indigenous organization.

Application Instructions: Please submit your cover letter, resume and three work-related references with permission to contact to:

Melanie McPherson, Administrative Lead, Shooniyaa Wa-Biitong

email: melanie.mcpherson@shooniyaa.org **Subject Line:** Program Officer, Northern Area

Closing Date: Friday, April 4, 2025, at 4:00 p.m. We thank all applicants but only those selected for an interview will be contacted. Interviews are in person only.