



National Association
of Friendship Centres
Association nationale
des centres d'amitié

EMPLOYMENT OPPORTUNITY
POSITION: PROGRAM OFFICER

The National Association of Friendship Centres (NAFC) is looking for a Program Officer to support the administration of a national program supporting Friendship Centres across Canada called the Urban Programming for Indigenous Peoples (UPIP).

NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES:

The NAFC is a national not-for-profit Indigenous organization located at 275 MacLaren Street in Ottawa, Ontario. It consists of a network of 112 member Friendship Centres and 6 member Provincial/Territorial Associations located coast-to-coast-to-coast.

POSITION SUMMARY:

The Program Officer is a full-time role that provides support to the Program Manager in the oversight and management of the NAFC Friendship Centre Program. This includes maintaining national funding criteria and guidelines, liaising with PTA's and Friendship Centres not represented by a PTA, supporting the collection of program data, and NAFC's compliance with contractual and other obligations. Employed by the National Association of Friendship Centres (NAFC) the Program Officer is responsible for adhering to the policies and direction as determined by the Board of Directors of the NAFC and under the direct daily supervision of the Program Manager

The Program Officer will be required to:

- provide maintenance and delivery of national funding criteria and guidelines;
- liaise with identified key UPIP stakeholders within the Friendship Centre network;
- coordinate the collection and dissemination of program data, compliance, monitoring, reporting, and evaluation; and
- support the Program Manager in the consistent, coordinated implementation of the UPIP.

Duties & Responsibilities:

- Support national programs management and enhancement of existing national programs;
- Support all national program submissions and reporting requirements to relevant government departments and agencies;
- Support all program administrative requirements;
- Proactively maintain consistent communication with Provincial/Territorial Associations, Indigenous Friendship Centres, government officials, funders and NAFC staff;
- Support the development of evaluation plans/frameworks in conjunction with Program Manager, including technical support to working groups as required;
- Attend meetings on behalf of the Association as required;
- Preparation of briefing notes and meetings reports;
- Network with other Indigenous and non-Indigenous national organizations;
- Provide oversight and management of data collection for reporting and other purposes;
- Generating reports on data and conducting data analysis.

Skills, Qualifications & Experience:

- Program management experience;
- Experience working in a not-for-profit Indigenous organization;
- Experience working with Indigenous peoples and communities;
- Undergraduate Degree in Public Administration, Political Science, or related field and/or combination of equivalent work experience;
- Strong analytical and strategic thinking skills;
- Comprehensive knowledge of databases and data management software;
- Able to work independently, meet tight deadlines, and work under pressure;
- Bilingualism is an asset.

How to apply:

The NAFC offers a flexible, non-traditional work environment in a heritage building in the heart of downtown Ottawa. NAFC offers competitive salaries, strong benefits plan and a pension plan.

In support of Indigenous inclusion, NAFC encourages Indigenous applicants to self-identify.

Interested candidates are required to submit a resume and cover letter outlining how they meet the specific requirements of the position to the attention of:

NAFC Human Resources
Email to careers@nafc.ca

Closing: Tuesday March 19, 2019.