



Interested applicants are invited to submit a cover letter and resume package via email to:

human.resourcenrnc@gmail.com

Please self-identify as First Nation, Metis or Inuit in your cover letter

NRNC is committed to accessibility and accommodations to applicants throughout our hiring process.

If you require accommodations, please request via email.

Pursuant to Section 24 of the Ontario Human Right Code, this position will give **preference to applicants who self-identify as members of an Indigenous community (First Nation, Metis or Inuit) in their cover letter transparently** as part of the recruitment process.

EARLYON PROGRAM COORDINATOR

OVERVIEW

The EarlyON Program provides culturally responsive services for Indigenous children from birth to six years of age and their families, currently offered at the Airport Road location. The program supports families in celebrating and honouring their children through holistic, strengths-based approaches that promote healthy growth and resilience. This position works collaboratively with team members to assist with the planning and delivery of community-based activities and events. Drop-in participation is welcome, creating an inclusive and supportive space for families to connect, learn, and grow together.

The successful candidate will coordinate and deliver program activities in accordance with EarlyON guidelines and ECE standards. Responsibilities include planning educational activities that support children's development, providing resources and referrals, modeling positive cultural values, and ensuring participant health and safety. The role also involves maintaining educational materials, accurate client records, and required statistical reporting. Other related duties may be assigned as required.

Position Hours: 9 am – 5 pm, 40 hours per week, includes 1 hour paid lunch

Position Location: 382 Airport Road, Niagara on the Lake, Ontario, L0S 1J0

Salary and benefits will be discussed upon interview.

REQUIREMENTS

1. **Up-to-Date Immunization Record**
2. **First Aide & CPR Certification**
3. **Vulnerable Screening**
4. **Driver License and Abstract**

This role requires knowledge of Ontario's Pedagogy for the Early Years and an understanding of issues affecting Indigenous children and communities, including the impacts of Residential Schools, the Sixties Scoop, and Missing and Murdered Indigenous Women and Girls. The successful candidate will be able to coordinate and deliver program services effectively, develop activities and events both independently and as part of a team, and apply trauma-informed approaches in their work. Knowledge of domestic violence and its impacts, along with familiarity with traditional and cultural practices and community resource networking, is essential. Strong communication skills—both written and verbal—are required, as well as the ability to facilitate group discussions or information sessions. Proficiency with basic computer programs, including Microsoft Word, Excel, and Outlook, is also needed.

EDUCATION

1. **Early Childhood Educator (E.C.E.) Diploma**
2. **Minimum of 1 year employment experience as an ECE considered an asset**