

Program Development-Training Module Developer

Employer: The Newfoundland Aboriginal Women's Network

Job Description: The Training Module Developer will work with staff to create a series of sixteen (16) culturally-based instructional modules which will be used as a toolkit in Phase II and III of a proposed three (3) Phase project around Aboriginal women's capacity building and economic security.

Start date: January 16th, 2012

Length of employment: 11 weeks

Rate of pay: \$23.00/hr- 35 hour week

Location: Main office in Stephenville

Application Details: Applications and reference forms will be accepted via **Email** at nawn@nf.aibn.com with subject line **Training Module Developer**, **Fax: 709-643-1290** or may be dropped off at our Main Office located at 35 Carolina Avenue, Suite 131, Stephenville. (Reference forms is available on our website at nawn-nf.com)

Deadline: January 13th, 2012

Other Details: Detailed information on module development and reference forms can be found at www.nawn-nf.com.

Organizational Description: The Newfoundland Aboriginal Women's Network is a provincial, non-profit Aboriginal Women's Association, with its main office located in Stephenville. It has a mandate to support and empower Aboriginal women and families in all areas of personal development including but not limited to cultural revival and individual and collective capacity building to ensure continued growth and economic success.

Desirable Qualities:

- Previous work experience in culturally-based program development is especially preferred.
- Excellent planning and organization skills
- Proficiency in Microsoft Office and Publisher is essential.
- Outstanding oral and written communication skills are also important, since the applicant, has to coordinate and pass across information to the program development team as well as the organization's stakeholders.
- Problem-solving and analytical skills are also important. The applicant is creative and understands the tools used in quantitative and qualitative planning.
- Experience in Strategic Planning would be an asset

Your skills and experience will include:

- A Degree in Education, Aboriginal Studies or Business with a focus on program development and relevant work experience.
- A successful track record in managing and leading independent projects relating to adult literacy and capacity building
- Experience working within the Aboriginal community in Newfoundland Labrador

Proposed capacity building modules to be developed are:

- Recognizing your Strengths and Essential Life Skills
- Effective Communication
- Team Building
- Basic Computer Skills/Microsoft Office/Word/Power point
- Conflict Resolution
- Dealing with Anger and Aggression
- Bullying in the Workplace
- Understanding and Practicing Mediation
- Cultural Sensitivity
- Lateral Violence and Discrimination
- Strategic Planning for Non-profit
- Developing a Basic Business Plan
- Effective Proposal Writing for Non-profits
- Money Management
- Understanding the Election Process and Planning a Campaign
- Creating Work/Life Balance