



EMPLOYMENT OPPORTUNITY
Mino Meals Office Assistant
LONDON, ON

Posting Date: Monday, June 28, 2021

Posting ID: 037

AtlohSA Family Healing Services is seeking a motivated and dynamic individual to fill the role of **Mino Meals Office Assistant** through the Canada Summer Jobs Program. The Office Assistant will perform administrative work and support to the Mino Meals department and understands that AtlohSA is a not-for-profit charitable organization, with a mandate to offer the tools Indigenous families and individual's need to heal their physical, mental, emotional and spiritual being.

Role and Responsibility

The Mino Meals Assistant reports to the Director of Programs and works closely with the Mino Meals Urban Food Security Initiative. The Mino Meals Assistant will work in a team setting along with the Food Security Assistant to create rotating schedule of community cook, delivery lists and participate in bi-weekly check-ins with Mino Meals team. The Mino Meals Assistant will support weekly food orders pick up. Mino Meals Assistant will seek direction from Director of Programs as needed. Responsibilities will include, but not limited to:

- Support with meal packaging
- Access to a vehicle to deliver meals
- Participate in bi-weekly check-ins with Mino Meals team

Suitability

- Demonstrated knowledge and understanding of the languages, traditional ways, history and cultures of the Indigenous population in the London region
- Current knowledge of Indigenous community services and resources
- Demonstrated strengths in interpersonal relations and problem-solving
- Skills in conflict resolution, mediation, and negotiation (to build trust and resolve disagreements)
- Demonstrated ability to receive training support, supervision and direction
- Understanding of cultural safety and an awareness of its impact on practice
- Excellent organizational and coordination skills and the ability to prioritize multiple competing workload demands in fast paced environment
- Effective communication (both written and verbal) and interpersonal skills with the ability to interact with others in a respectful manner as defined in the AtlohSA Code of Conduct
- Current Vulnerable Sector check

EMPLOYMENT TERM: Full-time, 8-week summer placement

START DATE: Monday, July 12, 2021

CLOSING DATE: Wednesday, July 7, 2021 at 5:00 p.m.

REMUNERATION: \$14.25/hour, 35 hours per week

Individuals of Indigenous Ancestry are strongly encouraged to apply. AtlohSA supports diversity in all its various manifestations, however, preferences will be given to qualified, Indigenous applicants.

Please submit a cover letter and resume or referral to:

AtlohSA Family Healing Services Inc.

2212 Elm Ave

Southwold, ON N0L 2G0

Tel No. 519-438-0068 | **Fax No.:** 519-438-0070 | **Email:** jobs@atlohSA.com

Full Job Description Available Upon Request. We thank all those who apply however only those selected for an interview will be contacted.