



THE ORGANIZATION

The Martin Family Initiative (MFI) Early Years is an innovative evidence-informed program model that seeks to honour parents as their children's first teachers, support healthy pregnancies and infancy and successful service navigation.

The Early Years is supported by MFI, which works together with First Nations, Inuit, and Métis people to support education, health, and overall well-being for children, youth, and adults.

POSITION SUMMARY

Reporting to the Early Years Director, the **Training and Development Manager** will provide vision and strategy for curriculum and training, as well as manage the MFI Early Years Curriculum and Training Team.

The position is full time for a period of 12 months, and can be done remotely or from the MFI office in downtown Montreal.

The role:

MANAGEMENT

- + Provide vision and strategy for the direction and development of learning resources and approaches to training;
- + Manage budgets, agreements and timelines for curriculum and training projects and events;
- + Write funding applications and reports as necessary;
- + Develop and oversee administrative processes as well as monitoring achievement of goals;
- + Oversee professional development opportunities for curriculum and training staff;
- + Hire, onboard and manage new Curriculum and Training staff members;
- + Manage and support the Curriculum and Training team: group and one-on-one meetings.

CURRICULUM AND TRAINING

- + Oversee and support the development, adaptation and implementation of the Understanding the Early Years training course (EY-1), the Early Years Toolbox and other learning resources;
 - o Develop and maintain processes for collaboration with community organizations;
 - o Work with post-secondary institutions to seek accreditation certification for EY-1;
 - o Support the ongoing development of community-specific versions of EY-1;
 - o Oversee the maintenance and expansion of curriculum materials;
 - o Support the training and ongoing engagement of EY-1 course facilitators;
 - o Work closely with the Care Team Manager to ensure that the development and production of curriculum materials adhere to MFI processes and timelines.
- + Meet regularly with external partners and consultants to discuss Early Years curriculum and training, collaborate and build relationships;
- + Work closely with the MFI evaluation team to ensure that curriculum and training is responsive to community feedback;
- + Work closely with the TREE Network team, the Curriculum and Training team, web developers and external consultants to:
 - o Implement the MFI CRM strategy;
 - o Maintain and continuously update TREE Network design and content in response to user engagement and evaluation;
 - o Coordinate TREE Network events as necessary;



- Coordinate and facilitate communities of practice that are responsive to TREE Network goals and participant feedback;
- Develop and apply long-term expansion strategy.

EXPECTATIONS OF THE ROLE

- + Work closely with the Early Years Director, and other MFI staff to successfully develop and implement Early Years programming in multiple partner organizations;
- + Respond to ever-evolving community contexts and organizational timelines;
- + Increase understanding of the landscape of Indigenous early learning and child care, and related services in Canada;
- + Support the development and implementation of internal operational procedures and administrative processes;
- + Apply MFI vision, language and expansion strategy in curriculum and training;
- + Adapt to ongoing evolution of MFI team and deliverables;
- + Available to spend up to ten days per month on-site in communities, sometimes in remote and rural locations;
- + Complete weekly time tracking using Monday.com accountability tool;
- + Work remotely and independently and be available from 9am to 5pm of the time zone in which you are located;
- + Adhere to all MFI travel and expense policy guidelines.

Preferred Knowledge & Skills

- + Ability to clearly receive and transmit information.
- + Excellent verbal and written communication skills.
- + Knowledge around early childhood development and/ or anti-colonial theory.
- + Strong problem-solving and critical thinking skills.
- + Proficiency in Microsoft Office Suite.
- + Organization and planning skills, ability to effectively manage workflow with multiple projects happening simultaneously.
- + Ability to work independently and meet deadlines.
- + Bachelor's degree in a relevant field (Early Childhood Education, Education, Indigenous/Native Studies).
- + Master's degree in a related field preferred.
- + Valid driver's license.

We encourage women and Indigenous people to apply.

Please email a PDF of your CV and a cover letter (approx. 250 words) to rbuchanan@themfi.ca by October 10 with the subject: **Training and Development Manager**. We thank all applicants for their interest, but only those chosen for an interview will be contacted.