



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 **Facilitation and Mentorship Manager** will provide vision and strategy for, and manage the implementation of, the Early Years training model.

The position is full time and can be done remotely or from the MFI office in downtown Montreal.

The role:

- + Mentor, support and facilitate relationships with the community-based trainers through professional development workshops, communities of practice and one-on-one meetings;
- + Develop resources and facilitation strategies to support training and professional development.
- + Manage and support Early Years Facilitators: group and one-on-one meetings;
- + Provide vision, strategy, mentorship, and support in the implementation of the Early Years Understanding the Early Years (EY-1) course and learning resources;
 - o Work closely with the Learning and Engagement Facilitator in the coordination and delivery of the Understanding the Early Years training course (EY-1), the Early Years Toolbox and other professional development trainings;
 - o Facilitate the ongoing engagement of community-based EY-1 course facilitators from partner organizations;
 - o Maintain the consistency and sustainability of the Early Years training model;
 - o Work closely with the MFI evaluation team to ensure that training and professional development is responsive to community feedback;
 - o Drawing from input from partner organizations, oversee the scheduling and coordination of multiple professional development and training events.
- + Work with post-secondary institutions and provincial/ territorial certification bodies to seek accreditation for EY-1;
- + Work closely with the TREE Network team, the Curriculum and Training team, web developers and external consultants to coordinate and facilitate TREE Network trainings and events as necessary.

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;



- + Apply MFI vision, language and expansion strategy in 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: **Facilitation and Mentorship Manager**. We thank all applicants for their interest, but only those chosen for an interview will be contacted.