



EMPLOYMENT OPPORTUNITY

Position Title: Program Support Worker
Report To: ELCC Technician – Health Services
Location: 76 Shore Road, Metepenagiag, NB
Anticipated Start Date: As soon as possible
Application Deadline: Friday, July 4, 2025
Position Type: Term until March 31, 2026 (possibility of extension dependent on funding)

NSMTC Member Communities:

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly).

Position Overview:

The **Program Support Worker** is a key member of the Early Childhood Education (ECE) team, supporting the delivery of culturally grounded, high-quality early learning for the 8 Mi'kmaq First Nations and 7 Wolastoqey First Nations under NSMTC, MAWIW, and WTCI.

In partnership with the **Martin Family Initiative (MFI)**, this position supports the implementation and facilitation of MFI's **Early Years Toolbox** and **EY-1 Course** — two vital programs aimed at empowering Early Years staff and supporting Indigenous children through culturally informed, community-led education.

This role blends **academic support, program coordination, facilitation, and cultural engagement**. The Program Support Worker will work alongside educators, Elders, MFI's Family Well-Being Coach, and other community partners to create meaningful learning experiences for both staff and students.

Rooted in Mi'kmaq/Wolastoqey knowledge systems, the Program Support Worker will help grow the next generation of Early Childhood Educators who will care for our little humans — the heart and future of our Nations

Key Responsibilities:

Program & Curriculum Support

- Support the initial development of content and resources for the **Early Years Toolbox** and **EY-1 Course** in collaboration with MFI and the ELCC Technicians.



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- Complete certifications as a **Toolbox Trainer** and **EY-1 Course Trainer**, with guidance from MFI's Family Well-Being Coach.
- Gain a strong working knowledge of both programs to effectively deliver content and support learners.

Training, Facilitation & Online Engagement

- Plan and deliver in-person and online staff trainings on the Toolbox and EY-1 course.
- Coordinate logistics for trainings (venue booking, catering, inviting Elders, purchasing materials).
- Facilitate interactive group activities including icebreakers, role play, games, and discussions.
- Provide ongoing support for learners taking the EY-1 Course online — offering feedback, moderating discussion boards, and hosting online learning sessions.
- Gather staff feedback through post-training surveys, debriefs, and informal check-ins to improve delivery and content.

Student & Educator Support

- Guide ECE students with academic assistance, encouragement, and culturally safe mentorship.
- Assist in balancing academic, family, and personal commitments with an understanding of community life.
- Onboard new Early Years hires and provide continuous mentorship and support during their learning journey.
- Support instructors in managing challenges that may arise during programming.

Community Engagement & Administration

- Foster relationships with Elders, Knowledge Keepers, and community members to support culturally integrated learning.
- Help plan experiential learning events, including field trips and hands-on activities in community settings.
- Assist with administrative tasks such as data entry, maintaining records, and scheduling.
- Contribute to team-building gatherings and professional development events, including an annual **Work and Play Gathering** for the ELCC team.

Qualifications and Skills:

- Certificate or diploma in Early Childhood Education, Education Assistant, or a related field (or currently enrolled).
- Experience in Indigenous education or early childhood settings is an asset.
- Familiarity with Mi'kmaq/Wolastoqey language, culture, and traditions is strongly valued.



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- Community- centered, compassionate, and respectful approach to working with others.
- Strong facilitation, communication, and collaboration skills.
- Comfortable with basic technology tools (Microsoft Office, email, Zoom, etc.).
- Organized flexible and committed to continuous learning and cultural humility.
- Ability to work independently and as part of a team.
- Valid driver's license and access to transportation may be required.
- Criminal record check and vulnerable sector check required upon hire.
- Travel between First Nation communities may be required.
- Some evening or weekend hours to support events or learner needs.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

What We Offer:

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension, and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

Additional Information:

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

Application Deadline:

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at careers@nsmtc.ca by **Friday, July 4, 2025, at 4:00 p.m.**

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.