

## NORTHERN NISHNAWBE EDUCATION COUNCIL



### EMPLOYMENT OPPORTUNITY

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre. NNEC has offices in Lac Seul (head office), Sioux Lookout, and Thunder Bay. NNEC welcomes applications for the following position:

#### **NNEC Education Coordinator Sioux Lookout or Thunder Bay, ON**

The Education Coordinator will primarily be responsible to undertake assigned activities in support of Dennis Franklin Cromarty High School (DFC), Pelican Falls First Nations High School (PFFNHS), WAHSA Distance Education Center, Second Level Services staff, sponsored Provincial Students and the Secondary Student Services Program. This position will report to the Director of Education.

#### **RESPONSIBILITIES:**

- The Education Coordinator is responsible for establishing positive and direct relationships with Tribal Council partners and NNEC member First Nations as well as the NNEC Management team including the Management and staff of the NNEC Schools (DFC, PFFNHS, WAHSA), Second Level Services staff and the Secondary Student Services Program.
- Assisting with the implementation and monitoring of specific education activities for all schools under NNEC, Second Level Services staff, sponsored Provincial Students and the Secondary Student Support Program.
- Assist the Director of Education in development, planning, oversight and implementation of initiatives, proposals and funding with Second Level Services staff for DFC, PFFNHS, WAHSA Distance Education Center, sponsored Provincial Students and the Secondary Student Support Program
- Development of proposals, preparing reports, and written and financial reports
- Plan, implement, and evaluate specific activities to ensure proposal based and core funds are on track as per program and funding approvals
- To support the Director of the Education with the implementation of the education related resolutions as mandated by the Chiefs of the Sioux Lookout District and NNEC Board of Directors
- Prepare regular progress reports for NNEC Management and Board of Directors
- To provide support and advocacy for First Nations individuals, communities and families when requested
- Participate in and deliver presentations at meetings, conferences, workshops and symposia as requested or approved by the Director of Education or Executive Director
- To undertake research projects, as required and assist in developing communication and information materials
- To organize and facilitate meetings, travel, accommodations or workshops as requested

## QUALIFICATIONS:

1. Bachelor's Degree or 5+ years related education or student services work experience
2. Knowledge of Provincial and First Nation education issues, challenges and delivery models
3. Experience working with First Nations students in an educational setting and knowledge of the community resources available to them
4. Strong interpersonal skills, including the ability to work effectively with others and build strong community connections
5. Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
6. Must have experience writing proposals, preparing reports and financial reports
7. Proven project management and strong facilitation skills
8. The ability to travel to First Nation communities in small aircraft
9. Must be willing to work flexible hours at times
10. Fluency in a local First Nations dialect along with the ability to read and/or write a First Nations Language is an Asset

**Salary:** \$65,556 to \$80,626

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is to fill a vacancy and will remain open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to [humanresources@nec.on.ca](mailto:humanresources@nec.on.ca)