

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

NNEC is 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, Pelican Falls Wellness Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following casual position (up to 4 days per week and some weekend work):

Communication Bi-Lingual Gap Coordinator, Sioux Lookout or Thunder Bay

As NNEC students are required to attend schools far from the comfort of their own communities, it is crucial that we have a staff member who is committed to ensuring students are regularly connecting with their families, friends and communities. It is also crucial that NNEC have a liaison to connect with communities to showcase our programs and services to parents, community members and future students through a variety of communicative mediums. Parents continue to request continuous improvements in communication all avenues for student supports, programs, and services provide by NNEC. This position will report to the Director of Education.

QUALIFICATIONS

1. Minimum Grade 12 and/or post-secondary education in Communications, Journalism or Computer Technology
2. Excellent written, oral and interpersonal communication skills are essential
3. Must have a valid drivers license in good standing
4. Must be organized and punctual
5. Knowledge of Word processing, Power Point, Desktop Publishing software and Web Page Design and management
6. Fluency in Oji-Cree, Ojibwe or Cree preferred
7. Knowledge of Native culture, traditions and sensitivity to Native issues is essential.

SALARY: Based on Education and Experience

**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. These positions are open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnec.on.ca