



ANISHINABEK NATION

"To give a voice to the vision of the Anishinabek Nation and to preserve Anishinabe Bimaadziwin while advancing our goal of Nationhood."

EMPLOYMENT OPPORTUNITY

Post-Secondary Engagement Coordinator

Location: Anishinabek Nation Nipissing, Munsee, Curve Lake or Fort William office

(Due to the current pandemic, Anishinabek Nation employees are currently working remotely)

Full Time Position with Benefits

(after successfully completing 3 months of employment)

Under the direction of the Anishinabek Nation Education Secretariat and Kinoomaadziwin Education Body joint Post-Secondary Engagement Committee (PSEC), the Post-Secondary Engagement Coordinator is responsible for supporting the ongoing development and implementation of plans associated with the joint Post-Secondary engagement work plan. The Post-Secondary Engagement Coordinator works within an interdisciplinary team including partners, such as First Nations, Tribal Councils, Education Authorities, and federal education departments. **This is a term position with the possibility of extension.**

QUALIFICATIONS:

- Must have a post-secondary diploma/degree related to education, public administration, or a related field;
- A minimum of two (2) years related working experience and demonstrated knowledge of federal, provincial, education and First Nations education legislation;
- Knowledge of First Nation culture, history and relationship between First Nations and the Crown;
- Knowledge of and experience with First Nations and post-secondary education;
- Strong working knowledge of Microsoft computer software programs;
- Strong working knowledge of virtual communication platforms;
- Excellent organizational, communication and interpersonal skills;
- Strong research and facilitation skills;
- Strong writing skills with reporting and developing briefing notes;
- Ability to work independently and meet deadlines;
- Demonstrated and working knowledge of Anishinabek Nation First Nations;
- Demonstrated and working knowledge of the Anishinabek Education System Participating First Nations; and
- Must possess a valid Ontario Driver's license and be insurable.

RESPONSIBILITIES:

- Coordinate the research, collection and analysis of post-secondary education funding, programs, student wellness supports, and policies related data and information;
- Attend and take notes at relevant engagement and coordination meetings and gatherings;

- Manage and oversee small projects and task teams within allocated budgets;
- Plan, organize and facilitate meetings and gatherings among Anishinabek First Nations and education organizations, Anishinabek post-secondary students and Anishinabek Nation citizens;
- Consolidate data and information acquired through research and engagement, analyze data and information and develop appropriate written communications to support information sharing;
- Collaborate with the PSEC and keep the committee updated on key developments and priorities and seek direction from PSEC, as required;
- Work as a key member of a region-wide team devoted to Anishinabek First Nations Post-Secondary Engagement;
- Develop and implement engagement work plans associated with the PSEC;
- Drafting a framework for the Anishinabek Nation Post-Secondary Education Models and supporting the review of the models;
- Monthly travel is involved (when circumstances permit); and
- Other related duties as requested.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Anishinabek Nation (formerly the Union of Ontario Indians);
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations. Preference will be given to applicants who are a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30pm on Friday, February 26, 2021

Applications are to be submitted to:

Glenda St. Amour
 Director of Corporate Services
 Anishinabek Nation
 1 Migizii Miikan, North Bay, ON P1B 8J8

Tel: (705) 497-9127 / 1-877-702-5200 Fax: (705) 497-9135

E-mail: glenda.st-amour@anishinabek.ca

Miigwetch to all applicants for their interest, however, only those who qualify for an interview will be contacted.