



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position: Life Long Learning Project and Research Coordinator
Salary: Negotiable
Term: Contract
Duration: April – June 2020 (With possible extension depending on funding)
Closing Date: Open until filled
Location: Grand Council Treaty #3 Administration Office, Kenora ON

Under the supervision of the Education Policy Analyst, the Lifelong Learning Coordinator is expected to actively participate in and coordinate national and provincial activity associated with First Nation lifelong learning continuum in collaboration with the Ontario Ministry of Education and other Ontario First Nation regional management organizations.

Duties and Responsibilities:

- Attendance and note taking at relevant meetings and gatherings
- Plan, organize and execute meetings and gatherings with First Nations and provincial school boards
- Manage and oversee small project, task team and budgets
- Consolidate information and develop appropriate written reports and communications
- Liaise and strengthen relationships between First Nations, Tribal Councils, Provincial Territorial Organizations (PTOs), provincial education systems and INAC
- Collaborate and share information in a dynamic team environment
- Other related duties assigned

Qualifications and skills:

- Post-Secondary degree and/or demonstrated experience in the education field
- Possess strong organizational, communication skills (verbal and written) and the ability to multi-task
- Knowledge of Treaty #3 First Nation traditions, cultures, and values; understand the history and relationship between First Nations and the Crown
- Extensive understanding of the diversity among First Nations
- Comprehensive understanding of both federal and provincial education systems, programming and policies
- Self-motivated and able to work independently with limited supervision in a fast paced environment
- Ability to research information from various sources
- Experience with computer software applications Word, Excel and Power Point
- Valid driver's licence and ability to travel when required
- Anishinaabe language proficiency an asset

Submit Cover Letter, Resume with 3 References to:

Oluyinka Leigh, HR Manager

Grand Council Treaty #3

PO Box 1720

Kenora, ON P9N 3X7

Fax: 807-548-6356

E-Mail: hr@treaty3.ca

Competitive salary and benefits. We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of criminal record check required prior to offer of employment.