



GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE



## EMPLOYMENT OPPORTUNITY

**Position Title:** Education Partnerships Program Coordinator  
**Job Category:** Contract (Fully Funded), January to December 2022 with possible extension.  
**Location:** Grand Council Treaty #3 Administrative Office, Kenora ON  
**Closing Date:** Open until filled

### Job Overview:

The Grand Council “**Education Partnerships Program Coordinator**” supports the work of the Grand Council and assists the Administrative Office of Grand Council Administrative Corporate Services. The Education Partnerships Program Coordinator is a highly motivated, organized and results-oriented individual who works as a team member under the guidance and direction of the Grand Council Treaty #3 Education Director to implement and further the Treaty #3 Education Partnerships Program’s Joint Action Plan.

### Duties and Responsibilities:

- Work independently and show initiative to perform with changing priorities and funding requirements.
- Work with the Treaty #3 EPP Advisory Committee on the development of a Joint Action Plan, annual proposals, work plans, budgets and reports.
- Represent the Treaty #3 Education Partnerships project at technical working groups at the national, provincial, and regional levels as directed.
- Strong interpersonal skills to effectively communicate the issues related to education to education administrators, community members and representatives, governmental/agency representatives, and all stakeholders to the project.
- Coordinate and facilitate the Project Advisory Group meetings.
- Implement and report on all project-related activities to the Project Advisory Group.
- Assist with the development and implementation of project-related initiatives to enhance the tripartite partnership and their sustainment of the Memorandum of Understanding and Joint Action Plan for the Treaty #3 Education Partnerships Project for First Nations.
- Organize workshops/consultants/training sessions as required.
- Liaise with the education representatives including First Nations, Ontario Ministry of Education (EDU), Indigenous Services Canada (ISC) and community service providers to develop effective working partnerships.
- Maintain regular communication with Education Director to ensure project reporting requirements are adhered to.

- Provide mentorship/guidance to Project Facilitators through clear direction for Project Facilitators to increase the capacity for Focus Groups, be prepared to handle organize regional sessions and conferences including fulfilling all reporting requirements and providing support as required.
- Regular reporting to the Education Director and Chiefs Responsible for Education.
- Routes or answers correspondence or inquiries related to the Education Partnerships program as required.
- Coordinate and provide oversight for the monitoring of focus groups with the First Nation Education Directors.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly
- All other related duties assigned by your supervisor and the Leadership of GCT#3

**Qualifications:**

- Post-secondary education in social or education-related fields and/or an advanced specialization with two years' experience.
- Knowledge of Treaty and Aboriginal rights.
- Knowledge and understanding of issues related to Aboriginal peoples.
- Broad knowledge of First Nations Education system and Provincial Education practices.
- Experience with working and liaising with governmental and non-governmental agencies.

**Preference will be given to those applicants with:**

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

**Skills/ Abilities:**

- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- An understanding of the Anishinaabe language, culture and traditions.
- Ability to work with all levels of employees and departments.
- Ability to provide professional customer service.
- Communicate effectively and diplomatically orally and in writing.
- Proven skill to format and draft correspondence, forms, reports, and proposals.
- Ability to work under pressure and meet deadlines.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.

**Employment Conditions:**

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Oluyinka Leigh, Human Resource Manager  
Grand Council Treaty #3  
P.O Box 1720 Kenora, Ontario P9N 3X7  
Fax: 807-548-5041  
Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.