



EMPLOYMENT OPPORTUNITY POSTING

OGEMAWAHJ TRIBAL COUNCIL

POSITION TITLE: EDUCATION PROGRAMS/PROJECTS CO-ORDINATOR
CLASSIFICATION: Full Time, Permanent Position
SALARY RANGE: Commensurate with qualifications and experience
LOCATION: OTC Office – Rama First Nation
DEADLINE: March 30, 2017

The Ogemawahj Tribal Council (OTC), consisting of the Chippewas of Beausoleil, Chippewas of Georgina Island, Chippewas of Rama, Mississaugas of Alderville, Mississaugas of Scugog Island and the Pottawatomi of Moose Deer Point First Nations, supports the overall goals and objectives of all of its member First Nations in the development and facilitation of a superior service delivery organization. In keeping with this mandate, a self-starting, highly motivated individual is required to assume the responsibilities of Education Programs/Projects Co-ordinator.

Reporting to the Education Advisor and the Executive Director, the Education Programs/Projects Co-ordinator will: collaborate with OTC First Nations to create and lead Ojibwe Language, Culture and other key initiatives; design and deliver and/or facilitate workshops and presentations on relevant education topics reflective of the member First Nations' needs/requests; and, support the implementation of community education plans that reflect the increasing use of student achievement data as a key component.

MINIMUM QUALIFICATIONS:

1. A degree in education is preferred. Eligibility to be a member in good standing of the Ontario College of Teachers would be a definite asset.
2. Five years experience at the elementary, secondary or post-secondary level, and/or education administration or related discipline is required. Five years' experience working with First Nations in the education field in a First Nation educational setting is required.
3. Experience working with First Nation government, First Nation communities and other levels of government, and a keen appreciation of OTC First Nation cultures and community aspirations is required.
4. Proven well-developed communication, staff/public relations and negotiating experience is required. Must be highly self-motivated and able to work well both independently, and as a team member.
5. Excellent computer skills are required including proven experience with word processing, spreadsheet, database, presentation and publishing software preferably in a Microsoft environment.
6. Demonstrated project management experience is required.
7. Must have valid Class G Ontario Driver's License, \$2 mil public liability insurance and access to reliable transportation.
8. A Criminal Reference Check and Vulnerable Sector Verification search is required.

KNOWLEDGE AND SKILLS:

- Knowledge of federal and provincial legislation and policies that affect First Nation governments and a sound knowledge of contemporary public sector operating systems and procedures are required;
- Be innovative and decisive with high-level organizational, managerial, research and analytical skills;
- Have the ability to work with a high level of tact and discretion;
- Possess excellent project management skills and must be able to establish and effectively achieve measurable objectives within directed work plans;
- Knowledge, training and experience in government and education funding procedures;
- Knowledge of First Nation traditions, cultures, values, and language as related to OTC First Nations.

PLEASE SEND APPLICATIONS by 4:00 PM. March 30, 2017 TO:

Ogemawahj Tribal Council

Attention: Executive Director

5984 Rama Road, Rama ON L3V 6H6

or

email to: exec_director@ogemawahj.on.ca

For more info, please call: (705) 329-2511 or email: abigwin@ogemawahj.on.ca

Candidates must provide a detailed resume, cover letter and three references by the deadline. Please mark on the envelope "Education Programs/Projects Co-ordinator." Only those selected for an interview will be notified. Full job description is available upon request. Late applications will not be considered.