



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY



Position: Anokaadamang Gakendaasowin Projects Coordinator
Category: Contract (Fully Funded), January to December 2022 with possible extension
Location: Grand Council Treaty #3 Administration Office, Fort-Frances ON
Closing Date: Open until filled

Job Overview:

The Grand Council Education Project Coordinator supports the work of the Grand Council and assists the Administrative Office of Grand Council Administrative Corporate Services with Education Project implementation, forums, engagement activities, relationship-building to support Anokaadamang Gakendaasowin (Working on Knowledge) projects. The Anokaadamang Gakendaasowin Projects Coordinator is a highly motivated, organized and results-oriented individual who is able to work independently or as a collaborative team member when required under the guidance and direction of the GCT3 Education Director on various Education Projects involving Treaty #3 First Nation communities, elders and youth to build capacity, knowledge and resources in education.

Responsibilities:

- Work collaboratively with GCT3 Education Unit and other education project stakeholders to develop effective working relationships.
- Provides information to Education Director identifying arising issues communicated by Education Project stakeholders.
- Apprises Education Director of any impacts of federal or provincial legislation, regulations and policies that impact projects.
- Attends GCT3 Education Project related meetings when required and collaborates with other GCT3 units in Education project delivery as needed.
- Coordinates assigned Education Project(s) implements work plans, facilitates meetings, manages budgets and expenditures in accordance to program guidelines and completes reporting requirements to meet funding requirements and deadlines.
- Provides Education Project progress reports, contingency planning and maintain regular communication with Education Director.
- Work independently and show initiative to perform with changing priorities and funding requirements.

- Communicate and collaborate with Education Unit members, consultants and stakeholders on Education Project delivery as required.
- Strong interpersonal skills to effectively communicate issues related to stakeholders in the project, good organizational skills to complete deliverables in project work plan.
- Organizes consultants/engagement/networking sessions as required.
- Coordinate and provide support for Education Projects requiring regional sessions, forums, conferences, project meetings and community engagement sessions as required.
- Follows GCT3 financial policies and processes.
- Implements the First Nations Lifelong Learning project activities, relationship building with task teams, First Nations, Tribal Councils, school boards, provincial and federal governments to identify systemic education issues impacting student education needs.
- Working collaboratively with other GCT3 units in the FNIYES Mentored Student and Summer Student Program Project delivery.
- Prepares draft proposals, develops budgets, creates work plan for potential funding sources as directed by Education Director.
- Ability to work with elders, youth, professionals and First Nation communities.
- During an emergency pandemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by Education Director and Leadership of Grand Council Treaty #3.

Qualifications and skills:

- Post-Secondary degree and/or demonstrated experience in the education field
- Knowledge of Treaty #3 First Nation traditions, cultures, and values; understand First Nation history and government relationships.
- Understanding diversity among First Nation communities.
- Comprehensive understanding of both federal and provincial education systems, programming and policies.

Skills/Abilities:

- Ability to establish and maintain effective, respectful working relationships with GCT3 staff, Treaty #3 Communities, and the general public.
- Possess strong organizational, communication skills (verbal and written) and the ability to multi-task.
- Anishinaabe language proficiency and cultural knowledge an asset.
- Self-motivated and able to work independently with limited supervision in a fast paced environment and work collaboratively with a team.
- Ability to research information from various sources as required.
- Ability to work independently and manage workloads, set priorities, meet deadlines, work under pressure, and adjust to constant change.

- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- Strong customer service orientation.

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

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.