



ANISHINAABEG OF KABAPIKOTAWANGAG RESOURCE COUNCIL INC.

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BIG GRASSY RIVER • NORTHWEST ANGLE #33 • ANIMAKEE WA ZHING #37 • OJIBWAYS OF ONIGAMING • WAUZHUSHK ONIGUM

Employment Opportunity Education Partnership Project Coordinator

PROGRAM: Education

LOCATION: 505 Kavanaugh Rd. Animakee Wa Zhing #37 AKRC Main office

SUMMARY:

The *Anishinaabeg of Kabapikotawangag Resource Council* (AKRC) is incorporated as an Aboriginal non-profit organization, providing advisory and technical advisory services to its member First Nation communities located throughout Northwestern Ontario on Lake of the Woods. AKRC “Education Partnership Project Coordinator” supports the work of AKRC and Administrative Office. The Education Partnerships Project Coordinator is a highly motivated, organized, and results-oriented individual who works as a team member under the guidance and direction of AKRC’s Director of Operations and in collaboration with the Education department team members.

Reports to: Director of Operations

DUTIES:

- 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.
- Implement and report on all project-related activities to the Project Advisory Group.
- Assist with the implementation of project-related initiatives to enhance the tripartite partnership.
- Organize workshops/consultants/training sessions as required.
- Liaise with the education representatives including First Nations, Ministry of Education, Indigenous Services Canada (ISC) and First Nation service providers to develop effective working partnerships.
- Maintain regular communication with the Education Steering Committee at AKRC who will provide insight and guidance on AKRC’s priorities.
- Routes or answers correspondence and inquiries related to AKRC’s Education Partnerships.
- 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 AKRC.

QUALIFICATIONS:

- Excellent management skills are required.
- Knowledge of Treaty and Indigenous Rights.
- Broad knowledge of First Nations Education system and Provincial Education practices.
- Experience with working and liaising with governmental and non-governmental agencies.

- Ability to work in a team office environment.
- Position will require employee to travel.
- Valid driver's license.
- Knowledge of Word, Excel, PowerPoint, and Outlook.
- Completion of a degree or certificate from a recognized university or College in the Social or Education field and/or an advanced specialization with two year's experience.
- Proficient spoken and written English with an understanding of the Anishinaabe language.

External Relations: Establish a positive and effective working relationship with member First Nations and promote the activities of AKRC.

Salary to commensurate with experience and qualifications. Please submit cover letter, resume, and a reference from the last or previous employer as part of the three references that are required, along with a CRC. The deadline to apply is September 24, 2021 at 4:00 pm.

Please submit by e-mail your cover letter, resume, and 3 references to:

Anishinaabeg of Kabapikotawangag Resource Council
P.O. Box 237
SIOUX NARROWS, Ontario
POX 1N0

e-mail: hr@akrc.on.ca

We thank all applicants, however only those receiving an interview will be contacted.