



# JOB OPPORTUNITY

**POSITION: EDUCATION COORDINATOR**

**RESPONSIBLE: SEINE RIVER FIRST NATION**

**OBJECTIVE:**

The Education Coordinator is responsible for managing the education program that will promote and enhance the quality of education provided to students: elementary, secondary and post-secondary: so that the students may attain the highest level of education according to their potential and individual goals.

**SKILLS AND ABILITIES:**

Possess knowledge/experience of Post -Secondary schooling pertaining to the education field.

Certified in areas of education and/or counselling.

The Education Coordinator shall administer the First Nation's post-secondary education assistance program according to the approved education policy

Ability to work as a team player, coordinate education committee and advocate for students.

Have knowledge of First Nations Government Structure, Native culture and traditional lifestyles of Seine River First Nation.

Knowledge of Federal/ Provincial government/agencies, programs policies and procedures affecting the education services of the community

Attain the ability of basic accounting principles for administering, budgeting, and monitoring the post-secondary education assistance program

Must have a valid class "G" licence and access to vehicle.

Must be able to provide a criminal reference check satisfactory to the Seine River First Nation.

Full Job Description available by calling the Seine River First Nation Band Office.

Please submit cover letter, resume, and contact information, along with three references to:

**Hiring Committee, Seine River First Nation  
P.O. Box 124, Mine Center ON. POW 1HO  
Ph:807-599-2224 Fax:807-599-2865  
Email: srreception@bellnet.ca**

**Closing date: March 3, 2017.No later than 12:00 pm (noon)**

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