



ANISHINAABEG OF KABAPIKOTAWANGAG RESOURCE COUNCIL INC.

P.O. BOX 237, SIOUX NARROWS, ONTARIO POX 1N0

Telephone: (807) 226-4445 • Facsimile: (807) 226-4459

Northern Sub-Office:

Telephone: (807) 548-5642 • Facsimile: (807) 548-4638

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

PROGRAM: AKRC Regional Education Agreements Coordinator

LOCATION: 505 Kavanaugh Rd, Hwy #71 – Animakee Wa Zhing #37 – Sioux Narrows, Ontario or the NSO (northern suboffice at the CDC building located in Wauzhushk Onigum).

SUMMARY: *The Anishinaabeg of Kabapikotawangag Resource Council (AKRC) is an Anishinaabe non-profit organization providing advisory and technical services to five-member First Nations comprising seven communities, two of which are remote, in Northwestern Ontario on Lake of the Woods. Anishinaabeg of Kabapikotawangag Resource Council Inc. seeks a Regional Education Agreements Coordinator to help develop and implement a communication plan to share information with AKRC First Nations community's Education Authorities, with regard to the Education Transformation. The primary purpose of the role is to ensure the AKRC First Nations communities make informed decisions about the future of education in their respective First Nation.*

REPORTS TO: Director of Operations

TERM: March 31, 2024

SCOPE

The Government of Canada, First Nations and Indigenous Services Canada has established a new Regional Education Agreement (REA) framework for First Nations elementary and secondary education. This framework will identify collaborative education service delivery strategies and how the First Nation schools, students, communities and education organizations can be supported to ensure the students receive high quality, linguistically and culturally appropriate education. The Regional Education Agreement's would allow First Nations the flexibility to distribute education funding within their region as they see fit to support the specific needs of their communities, schools and students.

The **Regional Education Agreements Coordinator** provides technical assistance and expertise to create working documents, such as business, communication and strategic plans, and to assist with planning and facilitating focus groups and other consultation activities. In addition, the Regional Education Agreements Coordinator provides logistical support for meetings, conferences and other

gatherings. The Regional Education Agreements Coordinator also assists in the development and distribution of communication and promotional materials, including conference and meeting materials, and in the development, monitoring and maintenance of online materials and information on the AKRC website and social media.

RESPONSIBILITIES

AKRC: 5-year Education Strategic Plan and Organizational Development Main Activities

- Establish discussions for education funding and/or prepare for the negotiation of Regional Education Agreements.
- Facilitate community and regional focus groups and meetings with various stakeholders and prepare related reports.
- Develop and maintain a database for AKRC member First Nation contacts and external agencies.
- Coordinate activities and meetings related to implementation of the AKRC Regional Education Agreements.
- Prepare reports as directed.
- Organize and maintain paper and electronic filing systems.

Communications & Main Activities

- Develop a communication plan to support the implementation of the AKRC member First Nation Regional Education Agreements Education initiatives.
- Develop and maintain a cooperative working relationship with AKRC Education staff members and organizations, AKRC Member First Nations Band offices and other external agencies and organizations.
- Assist with development and distribution of AKRC Education information and promotional materials.
- Maintain positive contacts and linkages with member First Nations and Anishinaabeg organizations as well as non-Aboriginal organizations, schools and government offices.
- Prepare correspondences and assist in the preparation and distribution of reports as required.
- Contact member First Nations and external organizations and individuals as directed.

Meeting Support & Main Activities

- Assist with the development of agendas and coordination of meetings related to implementation of the AKRC the Education Department's organizational development.
- Prepare meeting correspondence and meeting packages.
- Record, transcribe and/or prepare and copy minutes of meetings.
- Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have proficient knowledge in the following areas:

- Degree or diploma in Education, Business Administration, Communications or other related discipline, and 3 years experience in administration, or an equivalent combination of education and experience.
- Computer literate in the use of a variety of office software
- File management systems, both paper and electronic.
- Confidentiality requirements within an office environment.
- Use of virtual online platforms for communication and collaboration.
- Coordination of meetings and conferences.

Skills

The incumbent must demonstrate the following skills:

- Facilitation of meetings and focus groups.
- Presentation skills, including oral presentations
- Effective communication skills, both written and oral.
- Excellent organizational skills.
- Note taking skills.
- Excellent interpersonal skills.
- Conflict resolution skills.
- A valid driver's license.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the AKRC guidelines.

The incumbent must also demonstrate the following personal attributes:

- Ability to work with minimal supervision.
- Organized and able to multi-task.
- Punctual with excellent time management skills.
- Ability to travel extensively to remote/isolate communities.
- Ability to work well with people from a variety of different backgrounds (students, the general public, school staff, education staff and management).
- Must be able to drive on winter ice roads to access remote communities.
- Valid Ontario Class "G" Driver's license in good standing.
- Satisfactory Criminal Record Check and a Vulnerable Sector Check.
- Standard First Aid, CPR Level C, and automated External Defibrillator (AED) certifications.
- Must provide proof of COVID vaccination.

Salary and hours of work to commensurate with experience and qualifications. Please submit a cover letter, resume, three references (one from last/previous employer) along with a CRC.

Please submit by applications via e-mail: director@akrc.on.ca or exec.assistant@akrc.on.ca

We thank all applicants, however only those receiving an interview will be contacted.
This position is posted until filled. Apply Today!