



**Kinooaadziwin Education Body**  
**Niigaan Gdizhaami Fund Coordinator**  
**Employment Opportunity**

**Summary**

The Niigaan Gdizhaami Fund Coordinator reports to the Director of Education for the Kinooaadziwin Education Body (KEB). Responsible for managing the administration of the Niigaan Gdizhaami Fund (the Fund), the coordinator will work closely with the Participating First Nations, and other eligible applicants of the Fund. This position supports the implementation of the Master Education Agreement and the Multi-Year Action Plan, as well as the strategic plan of the KEB.

**Duties and Responsibilities**

- Collaborate with the appropriate parties to review, negotiate and approve the Fund materials annually. In addition, the coordinator will distribute the call for proposals to eligible applicants on an annual basis.
- Respond to inquiries related to the Fund, provide support to eligible applicants and manage the collection and screening of eligible applications.
- Liaise with the Joint Master Education Agreement Committee on matters related to the Fund.
- Follow the screening and review process to identify eligible applications for consideration.
- Develop recommendations for the Joint Master Education Agreement Committee regarding proposal approvals, monitoring and reporting processes, updates and amendments, data management, and feedback collection, as it relates to the Fund.
- Build strong relationships between the KEB, Participating First Nations, the Ministry of Education, Ontario District School Boards, and other organizations, in order to enhance the application and selection process, and the information-sharing practices of the Fund.
- Collect, record and summarize annual feedback from Participating First Nations, Ontario District School Boards and other stakeholders to support procedural enhancements and streamlining opportunities.
- Conduct regular communication with approved applicants, to ensure the ongoing progress of approved projects and to ensure reporting requirements and funding distributions occur in a timely manner.
- Conduct research, evaluation and analysis on approved projects, to identify opportunities for system-wide delivery of programs and services within the Anishinabek Education System.

As required by the Director of Education, the Niigaan Gdizhaami Fund Coordinator will perform other duties.

**Requirements**

This position requires an individual with the following knowledge, skills and personal characteristics:

- Post-secondary education in a field that highlights in administration and project management.
- Minimum of 3 years of experience in the field of administration and coordination.
- Knowledge of funding programs.

- Ability to develop and maintain effective working relationships with Board members, First Nation representatives, education partners and staff.
- Experience in budgeting and proposal writing.
- A comprehensive understanding of First Nation issues and First Nations education.
- Excellent written and verbal communications skills.
- Excellent organizational and office management skills.
- Experience in research and evaluation.
- Ability to coordinate multiple tasks in a busy work environment.
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills.
- Dependability and reliability.
- Flexibility and adaptability to changing circumstances.
- Creativity and innovation.
- Valid driver's licence and a satisfactory criminal records check.
- Ability to travel.

#### **Other Details**

The hours of employment will be between 8:30 am and 4:30 pm with a one-hour break for lunch. However, the nature of this position is such that some overtime will be required, and possibly work on weekends or during the evenings.

All employees will comply with KEB Personnel and Financial Policies.

The position is based out of the head office located on Nipissing First Nation.

Salary to commensurate with experience and education.

**Deadline:** 4:30 p.m. on June 12, 2019

**Please submit cover letter, resume, and three employment references to:**

Kelly Crawford, Director of Education  
Kinoomaadziwin Education Body  
100-132 Osprey Miikan  
North Bay, ON P1B 8G5  
705-845-3634  
Email: [kelly.crawford@a-e-s.ca](mailto:kelly.crawford@a-e-s.ca)

Preference will be given to members of the Participating First Nations or those of First Nation ancestry.