



**Kinooaadziwin Education Body**  
**AANIISH NAA GEGII COORDINATOR**  
**Employment Opportunity (one-year contract)**

**Summary**

The Aaniish Naa Gegii Coordinator reports to the Anishinabek Education Services Manager for the Kinooaadziwin Education Body (KEB). Responsible for overseeing the implementation and administration of the Aboriginal Children's Health and Well-being Measure, the coordinator will work closely with the Participating First Nations, and other program partners. 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 prepare Participating First Nations for the implementation of Aaniish Naa Gegii.
- Communicate with the Participating First Nations regarding the program and pilot implementation. Develop communications material for public sharing within the Anishinabek Education System.
- Respond to inquiries related to the program and provide support to pilot communities.
- Liaise with the Special Projects Coordinator and the Joint Master Education Agreement Committee on matters related to Aaniish Naa Gegii. Provide updates and develop recommendations for the Joint Master Education Agreement Committee regarding the program.
- Collaborate with the Data Management Officer and the Student Information System Coordinator to develop and maintain an effective information system.
- Develop and monitor tracking and reporting processes that will enhance data management and feedback collection, as it relates to the program and overall student well-being.
- Build strong relationships between the KEB, Participating First Nations, the Ministry of Education, Laurentian University, and other organizations, in order to enhance the overall implementation and the information-sharing practices of the program.
- Collect, record and summarize annual feedback to support procedural enhancements and streamline operations and administration within the KEB.
- Conduct research, evaluation and analysis on the pilot implementation. Identify opportunities for system-wide delivery of Aaniish Naa Gegii within the Anishinabek Education System.

As required by the Anishinabek Education Services Manager, and the Director of Education, the Aaniish Naa Gegii 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 project management.
- Minimum of 3 years of experience in the field of administration and coordination.
- Strong knowledge of Indigenous communities and Indigenous education.

- Ability to develop and maintain effective working relationships with Board members, First Nation representatives, education partners and staff.
- Familiarity with Indigenous health and well-being.
- 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 are Monday – Friday, from 8:30 am to 4:30 pm. The nature of this position is such that some overtime will be required, and possibly work on weekends or during the evenings. The term of this position is for one year.

All employees will comply with KEB Personnel and Financial Policies.

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

**Salary** To commensurate with experience and education.

**Closing Date** Friday, October 2, 2020 at 12:00 pm.

Please submit your cover letter, resume and three references to:

Andrea Crawford, Acting Director of Education  
Kinoomaadziwin Education Body  
Suite 100 - 132 Osprey Miikan  
North Bay, Ontario P1B 8G5  
705-845-3634  
[andrea.crawford@a-e-s.ca](mailto:andrea.crawford@a-e-s.ca)

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