



Kinooaadziwin Education Body COMMUNITY PROFILES PROJECT COORDINATOR Employment Opportunity (one-year contract)

SUMMARY

The Community Profiles Project Coordinator reports to the Anishinaabe Education Services Manager of the Kinooaadziwin Education Body (KEB). Responsible for the coordination and writing of seven (7) community profile booklets and teachers' guides for Regional Education Council #3 (REC #3). This individual will be required to complete Phase 1 of the project, which includes the development of the community profile booklets, and develop a plan for Phase 2 of the project, which includes the development of teachers' guides to accompany the booklets. This position will work closely with the Regional Education Council Coordinator for REC #3, the Special Projects Coordinator, and the REC #3 Working Group guiding this project.

DUTIES AND RESPONSIBILITIES

- Develop a research framework, implementation plan, and a design for the seven First Nation community profile booklets.
- Conduct research and work with the seven First Nations who may hire community researchers to assist in the collection of data/research, community stories, facts, etc.
- Manage a budget to support the development of the booklets, where necessary.
- Work with a publishing company to produce the booklets, including, but not limited to:
 - Design of booklets;
 - Number of booklets to produce;
 - Promotion of project in communities; and
 - Write and assemble final manuscript.
- Develop a plan for Phase 2 of the project – Development of Teachers' Guides
- Identify sources of additional funding to support Phase 2 of the project, as required.
- Engage with the Regional Education Council # 3 Working Group on an ongoing basis.
- Collaborate with the Special Projects Coordinator and with Ontario District School Boards on matters related to the project, as required.

As required by the Director of Education, the Community Profiles Project Coordinator will perform other duties related to the development of the community profile booklets and teachers guides.

REQUIREMENTS

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

- Minimum of 3 years of experience in the field of administration and/or coordination.
- Teacher's Certificate and/or curriculum writing experience is an asset.

- Ontario Teachers College membership is an asset.
- Experience in a field that highlights project management.
- Strong knowledge of Indigenous communities and Indigenous education.
- Excellent written and verbal communications skills.
- Facilitation and presentation skills.
- Experience in research and evaluation.
- Computer literacy (Word, PowerPoint, Excel, etc.).
- Strong interpersonal skills.
- Dependability and reliability.

OTHER DETAILS

This is a one-year project-based contract, intended to be completed before April 1, 2022. There is a possibility of contract extension, pending the successful completion of Phase 1 and confirmed funding to support Phase 2 of the project. The Head Office for the KEB is located on Nipissing First Nation, however, this position is intended to work remotely.

CLOSING DATE Tuesday, April 20, 2021 at 12:00 pm.

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

Andrea Crawford, Senior Operations Manager
Kinoomaadziwin Education Body
Suite 100 - 132 Osprey Miikan
North Bay, Ontario P1B 8G5
705-477-4149
andrea.crawford@a-e-s.ca

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