



Kinomaadziwin Education Body

REGIONAL EDUCATION COUNCIL COORDINATOR (REC #2)

Employment Opportunity

SUMMARY

The Kinomaadziwin Education Body (KEB) supports Participating First Nations (PFN) in the delivery of their education programs and services. The Regional Education Council (REC) Coordinator plays a key role in the implementation of the Anishinabek Nation Education Agreement and the Master Education Agreement. As a liaison between the PFNs and the KEB, the REC Coordinator enables regional education outcomes for students of the Anishinabek Education System (AES). The REC Coordinator reports to the Anishinabek Education Services Manager and works closely with the Multi-Year Action Plan Manager.

DUTIES AND RESPONSIBILITIES

First Nation Priorities and Needs Planning

The REC Coordinator works together with the PFNs in [REC #2](#) to identify regional needs and priorities. This includes but is not limited to identifying resources to support education service and delivery, developing work plans, reviewing priorities, and working collaboratively with Ontario District School Boards.

Advocacy

The REC Coordinator will support the PFNs of the Anishinabek Education System, in education-related advocacy and policy matters. Duties under this umbrella include promoting student success and well-being, supporting relationship-building, identifying emerging trends, and identifying opportunities for internal and external advocacy, among other things.

Communications, Networking and Relationship-Building

In order to establish and maintain strong partnerships, the REC Coordinator will prioritize relationship-building among the PFNs and other stakeholders. Within the overall priority of communications, the REC Coordinator may be responsible for duties such as planning and coordinating events, raising awareness of the AES among stakeholders, conducting community visits, establishing strong working relationships with AES partners, etc.

Development of Regional Education Resources

The REC Coordinator works with the PFNs in their respective REC to gather information about existing resources, including programs and services, human resources, and resource materials, as they relate to the following areas: education, language, culture, health, and social services. These resources are accessible to the PFNs of the region and maintained by the KEB on a regular basis.

Reporting

The REC Coordinator will ensure accountability to the deliverables of the Anishinabek Nation Education Agreement and the Master Education Agreement, and the overall goals and objectives of the KEB. This includes reporting to the PFNs in regular REC meetings, as well as reporting to the KEB on project and work plan progress.



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Financial Administration

The REC Coordinator will be responsible for the implementation of the REC budget. Within this capacity, the REC Coordinator may participate in the planning process to support the development of an annual budget for the REC, manage and report on fiscal matters related to the REC, and work closely with the Finance Manager.

Coordination of AES Service Delivery

With the collaboration of key KEB staff, the REC Coordinator will assist in the implementation of AES-based services and coordinate services for the PFNs in their region. This includes working collaboratively with PFNs, the Anishinabek Education Services Manager, and the Multi-Year Action Plan Manager to implement projects and initiatives, soliciting feedback and REC input on various education matters, and assisting in the identification and development of services offered to the PFNs, as needed.

Other Duties

As required, the REC Coordinator will perform other duties that support the overall goals and objectives of the KEB. The REC Coordinator may perform other duties for the PFNs in their regions, as approved by the Anishinabek Education Services Manager and the Director of Education.

THE REQUIREMENTS

- Minimum five years of experience in a First Nations or provincial education or school setting
- Post-secondary diploma/degree in Education or a related field
- Extensive project management and budgetary experience
- Comprehensive understanding of First Nation issues and First Nations education
- Excellent verbal communications skills
- Excellent organizational skills
- Proven self-starter and self-motivator
- Ability to co-ordinate 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
- Ability to travel
- Valid driver's license and a satisfactory criminal records check

HOURS OF WORK

The hours of employment are Monday-Friday, between 8:30 am and 4:30 pm. With notice, some overtime may be required on weekends or during the evenings.

LOCATION

The KEB head office is located on Nipissing First Nation, however, this is a remote position based in [Regional Education Council #2](#). Details of the location and office will be dependent on the successful applicant, pursuant to the KEB policies.



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CLOSING DATE

Applications for this position will be accepted until 12:00 p.m. on **Tuesday, November 2, 2021**.

APPLICATIONS

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

Andrea Crawford

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

*** Preference will be given to members of the Participating First Nations or those of Indigenous ancestry. Only applicants selected for an interview will be contacted.**