

# POST-SECONDARY & ADULT EDUCATION COORDINATOR

## EMPLOYMENT OPPORTUNITY

**Term: Full time (35 hours per week)**

Salary Range: \$56,800 - \$67,820 / year + Group Benefits and Pension  
(Subject to education and/or experience or a combination of both)



*The Post-Secondary & Adult Education Coordinator will provide guidance in the development, planning, and execution of multiple complex programs in support of and in alignment with the department's strategic plan to reach the vision and mission of the department and WRFN. The Post Secondary and Adult Education Coordinator will establish and maintain strong internal and external partnerships and strong connections to students and adult learners to support the successful completion of school and facilitate entry into careers.*

### RESPONSIBILITIES:

#### Post-Secondary Program

- Administers the Whitefish River First Nation's (WRFN) Post-Secondary Education (PSE) program under WRFN's PSE program policy and guidelines.
- Accepting, screening, and, once approved, processing all WRFN Post-Secondary applications for funding.
- Assisting members with post-secondary program support in various areas, including assisting with requests for funding, bursaries, or scholarship applications.
- Reviewing, verifying, and preparing all WRFN Post-Secondary applications for funding, including forecasted student budgets and recommending funding limits for presentation to the Education Manager within required timeframes.
- Preparing letters notifying students of application results and tuition letters verifying student sponsorship for educational institutions within required timeframes and as needed.

#### Adult Education

- Address any challenges adult learners face in overcoming barriers to learning and education to help them achieve their full potential.
- Promote positive attitudes from learners towards education to ensure students benefit fully from the opportunities available.
- Provide assistance with intervention strategies to students who experience barriers to learning or attending school.

#### Counselling and Collaboration

- Interact regularly with all students through virtual or in-person meetings.
- Provide advocacy and liaison services to enable students and adult learners to reach their academic and career goals.
- Manage the day-to-day project activities, interacting with students, Colleges and Universities, and other funding agencies as needed.

#### Administration

- Develop a list and process for emailing students and/or providing regular information via Constant Contact to Communications personnel for dissemination.
- Maintain an accurate, up-to-date filing system and database for WRFN-sponsored and supported students.

\*For a complete Job Description, please email: [hrmanager@whitefishriver.ca](mailto:hrmanager@whitefishriver.ca)

**QUALIFICATIONS:**

- Diploma in Business, Education, Social Work, or Community Development.
- Experience managing or coordinating a First Nation departmental budget or program over 2-3 years.
- Class G Driver's license, reliable vehicle, and the ability to travel.
- Experience in delivering presentations and in meeting coordination.
- Advanced computer skills in Microsoft Office Suite (Outlook, Word, Excel) and proficiency in promotional computer software.
- Previous experience working within a First Nation education sector would be an asset.
- Excellent interpersonal communication skills.
- Strong organizational and interpersonal skills and the ability to work with minimal supervision.
- Thorough knowledge and understanding of best practices in advising and career coaching.
- Experience developing and maintaining school partnerships.
- Knowledge and appreciation of Anishinabek Culture, traditions, language, and history.
- Writing skills to prepare plans, reports, presentations, correspondence, and other documents.

**SKILLS:**

- Knowledge of Indigenous culture, history, and beliefs.
- Lived experience as an Indigenous student and person accessing post-secondary programs.
- Demonstrated excellent organizational and time management skills, attention to detail, and accuracy;
- Strong analytical and problem-solving skills, professional manner, tact, diplomacy, and ability to work well with all levels of school staff and students.
- Strong and accurate data entry skills and intermediate skills with databases.
- Demonstrated ability to handle conflicting priorities and deadlines; to interpret and advise on policy.
- Excellent multi-tasking skills under high-stress situations.
- Patience and ability to develop collaborative relationships with internal and external constituents.
- Ability to create a welcoming student environment and provide excellent customer service.
- Sound knowledge of School and WRFN policies and procedures.

\*Must provide an up-to-date Police Vulnerable Sector Screening Check upon hire.

**Applications must be submitted by noon on December 13<sup>th</sup>, 2024.**

Interested applicants must submit a current resume, cover letter, two (2) work-related references, one (1) character reference (with contact information) and applicable education diplomas/certifications to:

**CONFIDENTIAL: POST SECONDARY & ADULT EDUCATION COORDINATOR**

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: [jobapplications@whitefishriver.ca](mailto:jobapplications@whitefishriver.ca) Fax: (705)285-4532

*Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.*