

Education Officer

Permanent Full-Time with Benefits

The Education Officer will contribute to the effective daily operations and project coordination for the Director of Education. The Officer will be involved with the coordination and implementation of the office procedures and will have responsibilities for special projects and tasks as assigned by the Director of Education. This individual is well organized, detail-oriented, flexible, committed, and experienced in working with sensitive and confidential information.

QUALIFICATIONS:

- Must be a registered member of Nipissing First Nation.
- Must have a college diploma in Public/Business Administration, Office Administration and Education Sector or a related field would be preferred with additional 3 years of related work experience in an administrative capacity.
- Must have experience in managing projects.
- Must have knowledge and understanding of Native culture, traditions, teachings, and community dynamics.
- Must have practical experience and knowledge of legislation governing First Nations.
- Must have advanced computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, Internet, Dropbox, Adobe Acrobat Pro.
- Must have practical experience on maintaining website content and other social media venues.
- Must have practical experience on setting up conference calls including Skype.
- Must be familiar with all office machines including photocopiers, fax machines, phone systems, etc.
- Must display initiative, strong interpersonal skills, and strong organizational skills.
- Must have Valid Class G driver's licence and access to reliable vehicle.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to maintain confidentiality.
- Familiarity with Ojibway Culture and Language is an asset.
- Strong communication and prioritization skills, excellent people service skills, and ability to work effectively both independently and as part of a team.
- Ability to work high volumes of data and ensure confidentiality is secured.
- Ability to complete work in a timely manner as to meet deadlines.
- Ability to foster and maintain positive relationships with partners in education.
- Must be able to perform intermittent physical activity including walking, standing, sitting, and be able to lift, handle, and move light to medium weight materials.

Education Officer
Permanent Full-Time Position

DUTIES:

- Support the Director of Education in all duties to ensure consistent and smooth implementation of daily operational procedures.
- Provide clerical and administrative services, including but not limited to transcription, photocopying, sending and receiving fax, courier, minute taking, and making travel arrangements.
- Assist in maintaining meeting schedules and coordinating arrangements for bookings.
- Help facilitate clear and consistent communication between departments.
- Correspondence with local school Boards and College and University.
- Responsible for special projects, as assigned.
- Assist in various activities related to the multi-year action plan in AES-KEB.
- Oversee the proposal writing and projects activities for Niigaan Gdizhaam.
- Assist in the development of proposals, work plans, community initiatives and budgets for education initiatives, as assigned.
- Maintain Data Systems for consents with AES and monitors FNOSR (First Nations Online Student Registry in the Education Office).
- Ensure all work meets necessary compliance standards, write and deliver progress reports to the Director.
- Complete other job-related duties as may be assigned by the Director of Education.

The successful candidate must provide a current CPIC prior to employment.

CLOSING DATE: Qualified individuals are invited to submit a cover letter, resume and three (3) current work-related references no later than **Friday, November 26th, 2021 at 4:30 p.m.** to:

Human Resources Department
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC