



EMPLOYMENT OPPORTUNITY

Adult Education Facilitator

Department: Education

Posting Date: August 2, 2024

Location: Nipissing First Nation, ON

Schedule: 10 – 15 hours / Week

Job type: Part-time, Contract End Date June 6, 2025

Vacancies: 1

Reports To: Director of Education

Starting Salary: \$30.32/hour

What you'll do in the role

- Act as a liaison between students and the credit-granting body, facilitating communication and resolving issues.
- Assist students in understanding and working through educational programming requirements.
- Guide students through the Prior Learning Assessment and Recognition (PLAR) process, ensuring that all PLAR applications are properly completed and submitted.
- Collect and process documentation required for PLAR applications on behalf of students.
- Work with students to complete their course package work, providing necessary guidance and support.
- Communicate with students to schedule meetings and sessions based on their availability.
- Hold drop-in sessions within the community to provide additional support and guidance to students.
- Monitor and track the progress of students' applications and ensure timely processing.
- Provide support and advice to students regarding educational pathways and credit acquisition.
- Maintain accurate records and documentation related to student assessments and PLAR submissions.
- Collaborate with educational institutions and other stakeholders to streamline the credit-granting process.
- Stay informed about current educational policies, credit-granting procedures, and best practices in adult education.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.



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- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Bachelor's degree in Education, Adult Education, or a related field. Relevant certifications are an asset.
- OCT (Ontario College of Teachers) certification is an asset.
- Experience in adult education or academic advising, with a strong understanding of credit-granting processes and PLAR is an asset.
- Excellent communication and interpersonal skills, with the ability to effectively liaise between students and educational institutions.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Proficiency in using educational technology and data management systems.
- Ability to work independently and collaboratively in a fast-paced environment.
- A commitment to supporting adult learners and facilitating their educational goals.

APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing August 16, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing August 23, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing August 30, 2024 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.



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If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm** on the application deadline noted above.

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

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