

## Education Officer

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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 task 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, Education Sector or a related field would be preferred with 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, Drop-box, Adobe Acrobat Pro.
- Must have practical experience maintaining website content and other social media venues.
- Must have practical experience setting up conference calls including Skype.
- Must be familiar with all office machines including photocopiers, fax machines, phone systems, etc.
- Must have a Valid Class G driver's license and access to a reliable vehicle.

### **REQUIRED 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 with 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.
- Display initiative, strong interpersonal skills, strong attention to detail and a high level of organizational skills.
- 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.

### **DUTIES INCLUDE:**

- 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: meeting typing, 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.
- Correspond with local School Boards, Colleges and Universities.
- Support administrative functions and be 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 Niiganna 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 with Vulnerable Sector Check prior to employment.**

Qualified applicants are invited to submit a letter of interest and resume with three (3) current references no later than **Friday, August 23<sup>rd</sup>, 2019** at 4:30 p.m. to:

Jennifer Lalonde, Human Resources Manager  
Nipissing First Nation  
36 Semo Rd., Garden Village, ON P2B 3K2  
Fax: (705) 753-0207 | Email: [resumes@nfn.ca](mailto:resumes@nfn.ca)

**Miigwech to all applicants for their interest; however, only those who qualify 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***