



Nokiiwin
TRIBAL COUNCIL

MAILING ADDRESS 384 Fort William Road
Thunder Bay, ON P7B 2Z3

HEAD OFFICE Biinjitiwaabik Zaaging
Anishinaabek
General Delivery
Macdiarmid, ON P0T 2B0

PHONE (807) 474-4230
TOLL-FREE 1-855-436-5447
FAX (807) 474-4238

Position Profile: Education Support Assistant

Supervisor: Education Manager

Hours of Work: 35 Hours per week

Salary: \$25/hour

SUMMARY OF POSITION

Nokiiwin requires an Education Support Assistant to work with the Education Manager and Education Advisor to deliver Nokiiwin's education programs and build capacity in our communities in the area of lifelong learning. The Education Support Assistant will provide logistical support to Nokiiwin education events and general administrative support to all education activities. The Education Support Assistant will also be the main staff member for the Student Nutrition Program and the Aboriginal Languages Initiative. The Education Support Assistant will work out of the Nokiiwin office in Thunder Bay.

MAIN DUTIES

Logistical Support

- Provide scheduling and booking support around education events
- Communicate and promote the work of the Nokiiwin education department to communities and other groups
- Supervise community events such as Nokiiwin Nights
- Purchase supplies and food for education events
- Document participation in community events and conduct satisfaction surveys
- Assist as required in carrying out the activities of the Structural Readiness program and the Regional Education Agreements Development program

Student Nutrition Program

- Process receipts as submitted by communities in a timely manner
- Ensure communities are complying with program guidelines
- Collect statistics necessary to complete program reports
- Assist in completing quarterly and annual reports
- Track community spending to ensure program is not over- or under-spent

Aboriginal Languages Initiative

- Supervise language classes held in Thunder Bay and any language camps or cafes

- Collect statistics necessary to complete program reporting
- Purchase supplies and submit cheque requisitions for teachers and elders
- Assist in completing program reporting
- Monitor the program budget
- Look for opportunities to expand and strengthen the Language program

Programming

- Participates in strategic planning process
- Participates in unit meetings as required
- Participates in training and staff meetings
- Other duties as assigned by Education Manager and/or Executive Director

ACCOUNTABILITIES

- The Education Support Assistant is accountable to the Board of Directors, Executive Director, Education Manager, Government, and Project funders as appropriate
- All Nokiiwin Tribal Council Human Resource Policies and Procedures apply

WORKING CONDITIONS

- Ability to travel and work in Nokiiwin communities
- Must have valid Ontario Drivers licence and access to reliable transportation
- Must be able to work extended/evening hours on a regular basis

IMPACT OF ERROR

Errors in omission, analysis, judgement, and in the rendering of advice could lead to inequitable outcomes, and/or legal and/or financial ramifications.

Errors could lead to confusion in all communities; a breakdown of relationships between communities and/or with the tribal council; conflicts between Board members or between Board and staff; and unfavourable public relations

CONTROL

This position is subject to policy and direction from by-law or resolution, government legislation, and generally accepted financial policies, management practices, and professional conduct.

The following signature confirms that the Education Support Assistant acknowledges, understands and agrees to fulfill the duties and activities outlined in this job description.

Accepted by: _____

Date: _____

Approved by: _____

Date: _____