



Nokiiwin
TRIBAL COUNCIL

Employment Opportunity

Position: **Education Advisor**
Status: **Full-time Term Contract**
Opening Date: October 5, 2021
Location: Thunder Bay, ON

Posting Reference #: NTC – 20211005- EA
Contract End Date: March 31, 2022
Closing Date: October 15, 2021

Celebrating our 15th year, Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 30+ staff providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information or to apply, please visit at www.nokiiwin.com/work.

The Education Advisor will work closely with the education staff and leadership of all Nokiiwin member communities to ensure that K-12 students connected to those communities receive the highest quality education. The Education Advisor will provide as-needed support to communities and oversee the Structural Readiness program.

Key Responsibilities:

- Assist front line First Nation Education officials in administration, management and development of education services and programs in their community.
- Assess new regional/provincial education initiatives and recommend actions.
- Assist with needs assessments and design of alternative programs.
- Ensure projects related to the Structural Readiness program are carried out in accordance with proposals and to the benefit of communities.
- Take a lead role in development of new education initiatives and project proposals.
- Facilitate networking between Nokiiwin Education Directors.
- Liaise with higher level schools, provincial school boards and departments on First Nation education interests and investments.
- Facilitate training sessions and professional development for local education staff in each community.
- Develop and maintain a database of education information, tools, contacts, practices, professionals, and publications that can support First Nations education.
- Manage overall budget, approval of allocations, and maintenance of appropriate documentation.

Preferred Qualifications:

- Possess a university degree in Education and an Ontario College of Teachers designation, or a post secondary degree/diploma with a sufficient combination of training and experience.
- Experience working in First Nations education or administration.
- Knowledge of funding relationships between governments, First Nations, and provincial school boards.
- Knowledge of relevant legislation and regulations.
- Strong writing, communications, and planning skills.
- Demonstrated ability to work interpedently under tight deadlines.
- Ability to travel and work in Nokiiwin communities.
- Must be computer literate in Microsoft Office.
- Fluency in Anishinaabemowin, knowledge and appreciation of Anishinaabe culture and heritage are assets.
- Successful completion of a Level 1 Police Criminal Reference Check (PCRC) is required.
- Must have valid Ontario Driver's License and access to reliable transportation.

Please send your cover letter, resume, and three work references by:

4:00 p.m. October 15, 2021 to:
Human Resources, Nokiiwin Tribal Council
384 Fort William Road, Thunder Bay, ON, P7B 2Z3
E-mail: [hiring@nokiiwin.com](mailto: hiring@nokiiwin.com)

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

