



Employment Opportunity

Position: **Education Advisor**
Status: Full-time Term Contract
Opening Date: August 14, 2025
Location: Thunder Bay, ON

Posting Reference #: NTC-202513
Contract End Date: March 27, 2026
Closing Date: August 22, 2025

Join Nokiiwin Tribal Council, a dynamic and rapidly expanding non-profit organization committed to fostering growth and prosperity in collaboration with our five member First Nations. If you're passionate about making a positive impact in areas such as governance, finance, access to justice, economic development, community planning, technical, and education services, we invite you to explore exciting opportunities with us. Learn more about our mission at www.nokiiwin.com and be a part of a meaningful journey towards community empowerment and unity.

We require an experienced, knowledgeable, motivated and career-minded **Education Advisor**. Reporting to the Education Manager, the Advisor will work closely with the education staff and leadership from Nokiiwin's member communities. The Advisor supports front line education services with governance, technical advice, information, advocacy, project support, research, data and tools.

The Advisor's primary function is to develop and deliver a set of services that helps community education officials improve the quality of First Nation education programs and services. To achieve this important goal, the Advisor must also consult on priorities, develop workplans and budgets, seek innovative solutions, pursue additional resources, measure success, build a central source of information, maintain professional networks, advocate on behalf of on-reserve systems, and assist in communications on major issues.

Summary of Duties:

Technical support to Community Education

- Assist front line First Nation Education officials in administration, management and development of education services and programs in their community
- Help strengthen First Nations control and administration of First Nations education programs
- Assess new regional/provincial education initiatives and recommend actions
- Assist with needs assessments and design of alternative programs
- Enable cost effective professional supports
- Outline methods to measure success
- Research and outline/propose new curriculum ideas
- Assist with data management, student record keeping and track school performance

Project assistance

- Advise on new education topics, projects and opportunities
- Build capacity throughout Nokiiwin for research, development and implementation of improvements in First Nations education
- Identify potential additional resources and assist in writing funding proposals
- Take a lead role in development of new education initiatives and project proposals.
- Coordinate implementation of new supports
- Ensure Advisor role in existing and new projects is clearly documented and understood-- this may include taking on project functions as requested by communities

Facilitate effectiveness

- Facilitate Directors' networking
- Enable practical methods for accessing special resources
- Assist in improving outcomes
- Stay current with educational resources, policies and practices
- Write and submit special reports as necessary
- 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

Communicate and Advocate

- Advocate for improved education services to varied audiences
- Liaise with other education officials to represent First Nations education interests
- Communicate First Nation education issues to other governments.
- Develop and maintain a database of education information, tools, contacts, practices, professionals and publications that can support First Nations education
- Consults with Committee and facilitates communications across communities
- Obtain membership on key committees, boards and agencies that further Nokiiwin education objectives
- Provide special briefs to appropriate bodies
- Liaison with other governments (provincial, federal, other tribal councils) to advocate for Nokiiwin education priorities
- Ensure there is widespread community understanding of the school success and student progress
- Work with partners and various audiences to improve understanding of school success
- Develop communication products as needed
- Advocate for First Nations education in various venues
- Use various forms of media (radio, internet, social media) to advance interests

Budget Management

- Manage expenditures on supports as approved
- Facilitate two Education Director meetings each year
- Once project contracts are approved by Tribal Council, manages terms of contract on behalf of Project and Tribal Council
- Assess performance of contractors
- Manage overall budget, approval of allocations, and maintenance of appropriate documentation

Preferred Qualifications:

- Possess an MA., B.A. or B.Ed., and a minimum of 5 years' experience in the education field
- Must have experience in an educational setting and be familiar with the context and issues facing First Nation schools in Ontario
- Must have knowledge of education programs and services within INAC, Ministry of Education and outside services.
- OCT membership in good standing
- Valid Driver's License and Insurance
- Ability to travel and work with Nokiiwin member communities
- Strong communications, time management and problem-solving skills
- Must be computer literate in MS Office
- Fluency in Anishinaabek, knowledge and appreciation of Anishinaabek culture and heritage are assets
- Successful completion of a Level 1: Police Criminal Record Check (PCRC)

Ready to make a difference?

Apply today and become part of our dynamic team!

Interested applicants are encouraged to **apply online at www.indeed.com** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references by:

4:00 p.m. Friday August 22, 2025

"We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation."

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 Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.