



EMPLOYMENT OPPORTUNITY

**Union of Ontario Indians / Anishinabek Educational
Institute**

**Site Coordinator
Munsee-Delaware First Nation, ON**

Under the direction of the Education Director of the Union of Ontario Indians or designate, the Site Coordinator will oversee the day to day administration of the Anishinabek Educational Institute (AEI) which is designed to meet the unique educational and training needs of First Nation communities. The Site Coordinator is responsible for ensuring quality programming is being delivered for Anishinabek students in a learning environment that is supportive, safe and conducive to learning; ensuring culturally relevant programming and adherence to quality assurance standards while working within policy parameters, administrative guidelines and operational processes.

Duties and Responsibilities (includes but not limited to):

- Exploring potential partnerships for the articulation of certificate, diploma and post-diploma studies
- Exploring and coordinating the expansion and development of education and training programs for community-based diploma, certificate and/or specialized professional development training as identified and/or requested by First Nation communities
- Supervision of site staff, carrying out staff evaluations, responding to concerns and maintaining adherence to UOI personnel policy
- Maintaining site cost centres and following program budgets
- Liaison, networking and consulting with Nipissing Site Coordinator to discuss and explore potential programming, review and update Operational Guidelines and partnership agreements
- Planning and facilitating site staff meetings, attending Site Coordinator and UOI scheduled meetings
- Performing other duties as assigned

Qualifications:

- Degree in Organizational Management, Business Administration or related field with a minimum of four years related work experience in supervisory position
- Strong background in computer software (Microsoft Office) and ability to learn new hardware and software
- Excellent organizational, office administration and written communication skills essential
- Excellent interpersonal skills, the ability to communicate professionally with clients, co-workers and general public
- Knowledge/awareness of Anishinabek language(s) and culture is required
- Must be willing to travel and hold a Class G Driver's License

Salary: Commensurate with qualifications and work experience

Start Date: Monday, July 3, 2017

Deadline for Applications: Friday, June 2, 2017 @ 4:30 p.m.
(Applications received after this date will not be considered.)

Please send your resume with a cover letter and three employment references to:

Glenda St. Amour
Director of Corporate Services
Union of Ontario Indians
P.O, Box 711, 1 Migizii Miikan Road
North Bay, ON P1B 8J8

Phone: (705) 497-9127 / 1-877-702-5200 Fax: (705) 497-9135
Email: glenda.st-amour@anishinabek.ca

For inquiries about this position, please feel free to contact Jennifer Fletcher, AEI A/Site Coordinator at (705) 497-9127 / 1-877-702-5200, ext 2317 or by email at jennifer.fletcher@anishinabek.ca

Individuals of First Nation ancestry are encouraged to apply. Preference will be given to UOI member First Nation applicants.

Miigwetch to all who apply, however, only those selected for an interview will be contacted.