



Timiskaming First Nation

24 Algonquin Avenue (TFN),
Notre Dame du Nord, QC
Telephone: 819-723-2335

Fax: 819-723-2353

Employment Opportunity

TFN is an equal opportunity employer where members with equal qualifications will be given priority

Title: **Education Partnerships Program Coordinator**
Department: **Education**

GENERAL ACCOUNTABILITY:

The TFN entered into a partnership agreement with the Province of Quebec and Aboriginal and Northern Development Canada (AANDC), several years ago, to support the implementation of a Joint Action Plan at the community level, via First Nations Education Council (FNEC).

The present general goal of the Joint Action Plan is to ensure the success of Timiskaming students who transition from the local school to schools in the town of Notre-Dame du Nord (St-Joseph and Riviere-des-Quinze) or the high school in New Liskeard (TDSS), as well as other local provincial schools.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Diploma/Degree in Education or related field, with a minimum of 1+ years' work experience in the related field.

KNOWLEDGE & SKILL REQUIREMENTS:

- Knowledge of Timiskaming First Nation (TFN) services, administrative and operational policies and procedures and financial budgeting and reporting practices
- Knowledge of all Microsoft Office programs, email and internet
- Bilingualism (French – English)
- Excellent verbal and written communication skills
- Ability to work under pressure and meet deadlines
- Organizational skills with the ability to multi-task and prioritize
- Interpersonal skills and ability to work in a team-oriented environment
- Experience working with children and teenagers in an educational environment
- Knowledge of the Quebec and Ontario systems in education
- Knowledge of Algonquin culture will be an asset
- Valid driver's license with access to a vehicle

MAJOR RESPONSIBILITIES

- Establish all aspects of preparation, instruction, communication and record-keeping for action plans assigned to them
- Develop a communication plan with all parties involved
- Continue updating the Education Partnership Program (EPP) Action Plan
- Assist the Education Director with all logistics related to establishing a communication network with all parents/guardians of children, and mature students, who attend these aforementioned schools
- Coordinate and attend all Education Advisory Committee meetings, attend all Indigenous Peoples' Advisory Committee meetings (coordinated by DSB Ontario North East), and participate on the Comité local en persévérance scolaire and the UQAT working group
- Working with the provincial schools listed above to coordinate workshops for their teachers and the parents of TFN
- Work with the staff at the provincial schools to coordinate a minimum of five annual check-in visits with students attending these schools
- Work with the staff and local organizations to ensure programs are aimed at helping students where needs are identified
- Assist in the planning of workshops, seminars, etc. for high school graduates hoping to participate in summer employment programs and in preparation for post-secondary education
- Help develop and maintain regular mentorship programs intended to motivate students to be successful in their education

- Prepare midterm and annual reports to FNEC and Education Director outlining EPP activities carried out, results obtained, successes and challenges, and recommendations for future EPP initiatives, and be prepared to travel to assist in meetings with FNEC for the EPP program
- Participate in on-going activities intended to strengthen the success of TFN students transitioning from the local school (Kiwetin) to provincial schools (St-Joseph, Riviere-des-Quinze, Timiskaming District Secondary School)
- Inform community members and parents of the action plans and obtain their input into the plans

WORKING CONDITIONS:

- Normal office environment; five-day work week (35 hours per week). Overtime may be required in order to meet deadlines and complete projects

Deadline for application is: 4:00 PM, Tuesday, November 3, 2020

Probable date of interview: week of November 9-13, 2020

Start date: January 4, 2021 (with a one-week shadow opportunity, December 7-11, 2020)

Persons interested can apply by sending their letter of application, resume, background check, along with 2 references to:

Timiskaming First Nation
Attention: Nancy McBride
 24 Algonquin Avenue (TFN),
 Notre-Dame du Nord, J0Z 3B0
 Or Email to: Human.Resources@atfn.ca

Note: The TFN reserves the right to a pre-selection of interested candidates. Only those retained will be contacted for an interview.