



Seven Generations Education Institute Employment Opportunity

One (1) Year Contract

Post-Secondary Coordinator

Kenora, Ontario

(Posted: Thursday November 22, 2018)

Duties: The **Post-Secondary Coordinator** will ensure post-secondary and training courses are delivered in accordance to the guidelines as established by Seven Generations Education Institute and partner institutions.

The **Post-Secondary Coordinator** will also: ensure the program reflects Anishinaabe values, provide educational counseling services to students (Adult Learners), establish contacts with potential employers and provide general administration for the post-secondary and training programs.

Qualifications:

- University Degree in Social Science or Business Administration, preferred
- University Degree in Education or Diploma in Education, preferred
- Five (5) years' experience in middle management, preferred
- Extensive knowledge of relationships that exist within the communities of Treaty #3

Responsibilities:

- Develop, implement and modify, when required, a process for recruiting students
- Liaise with other Post Secondary Institutions
- Liaise with Coordinators within Organization
- Liaise with Education Counselor(s) within the surrounding First Nation Communities
- Guidance Counseling services to Students with issues (personal and academic) as they arise
- Assist with planning and scheduling of Career Fairs
- Ensure all administration duties related to position are completed in a timely manner

Professional attributes required:

- A personable and assertive approach in the promotion of programs and courses
- High energy, proactive problem solver with critical thinking skills
- Excellent interpersonal, negotiation and budgeting skills

Travel:

Extensive travel required at various times throughout the school year

Location: Kenora, Ontario

Physical Activity: Some heavy lifting may be required

Travel: Must have own vehicle or access to reliable transportation

Salary: Negotiable based on education and experience.

Applications must include a **cover letter, current resume, including three (3) employment related references**; one (1) of which must be from a current or recent supervisor. Please submit by **12:00 p.m. (CST) on Thursday December 6, 2018** to the attention of:

Personnel Committee
Seven Generations Education Institute
1455 Idylwild Drive
P.O. Box 297,
Fort Frances, Ontario
P9A 3M6
Phone: 807-274-2796;
Fax 807-274-8761
E-mail: michellea@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. **Accommodation in the recruitment process is available upon request for applicants with disabilities.** For a complete job description: please contact Michelle Allan, Director of Human Resources