

JOB DESCRIPTION

Education Partnership Program Officer

SUMMARY:

The Education Partnership Program (EPP) Officer undertakes assigned activities set out in the EPP Joint Implementation Plan which are primarily designed to improve the scope and quality of education programs and services available to NAN First Nation students attending First Nations and provincially funded schools. This position is critical to the successful completion of EPP education initiatives and for maintaining effective communication with all EPP partners.

The EPP Officer will report to the Manager of Education Initiatives on day-to-day duties and overall, to the Director of Education. The EPP Officer will collaborate with and work in cooperation with participating NAN First Nations communities, partner education organizations and with Education department staff. The EPP Officer is an integral member of the EPP team. The EPP Officer will represent Nishnawbe Aski Nation, as well as collaborate with the Ontario Ministry of Education and Indigenous Services Canada. Much of the work to be undertaken by this position requires independent research and report writing and as such, this position is well suited to candidates who enjoy working independently but also function effectively as part of the team.

DUTIES AND RESPONSIBILITIES:

- Plan, implement, evaluate, and report on assigned EPP initiatives in accordance with the objectives established for each initiative;
- Undertake assigned research and produce reports as required to complete assigned EPP initiatives;
- Work with the Ministry of Education to maintain contact with District School Boards on EPP-related activities and opportunities;
- Liaise and share information with First Nations, partner education organizations, district school boards, Provincial and First Nation schools on EPP initiatives;
- Prepare updates and regular progress reports for the Education Partnerships Table, NAN EPP Steering Committee and NAN Education Committee as required;
- Participate as a contributing team member at EPP team meetings, the Education Partnership Table and NAN education department meetings;
- Deliver and facilitate presentations at EPP events, Partnership Table meetings, teacher conferences, workshops and symposia as requested;
- Assist in the year end reporting process by preparing final year end reports for assigned activities;
- Assist in the annual proposal process as needed;
- Draft and prepare correspondence, briefing notes, memorandums, and reports when requested;
- Provide support as required to the NAN Education Committee and the NAN Education department;
- Other duties as required.

ACCOUNTABILITY:

The Education Partnership Program (EPP) Officer is under the day-to-day supervision of the Manager of Education Initiatives with further accountability for overall performance to Director of Education and the Chief Administrative Officer.

COMPETENCIES AND QUALIFICATIONS:

- 5+ years related education work experience
- Bachelor's degree or Equivalent experience in a training or education-related position.
- Knowledge of First Nation education issues, challenges, and delivery models.
- Knowledge and understanding of First Nation and Ontario education systems.
- Ability to work with the Ministry of Education to facilitate communication with Boards and stakeholders within the provincially funded education system.
- Ability to work effectively as part of a team.
- Demonstrated research and report writing skills.
- Proven effectiveness in project management.
- Proven ability to work both independently and in a team building environment.
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations.
- Travel is often required in small aircrafts to First Nation communities and for EPP Meetings.
- Driver's license.
- Ability to speak Ojibway, Oji-Cree or Cree is an asset.

PORTFOLIO: EDUCATION

LOCATION: TIMMINS ON

REVISED: June 2022