

**JOB DESCRIPTION****EDUCATION MANAGER****EDUCATION DEPARTMENT****SUMMARY:**

The Education Manager is responsible for the analysis, liaison, research and coordination of educational and training programs, policies, and issues on behalf of Nishnawbe Aski Nation. Additionally, the Education Manager provides the Director of Education with technical assistance and support in the development and implementation of strategies to achieve the educational aspirations and goals of Nishnawbe Aski Nation, its First Nations, and Education Organizations.

**DUTIES & RESPONSIBILITIES:**

- To coordinate, administer and manage issues relating council operated and provincial education programs and services, early childhood education and post-secondary education;
- Supervision of program staff;
- To support the Director of Education with the implementation of education related resolutions as mandated by the Chiefs of Nishnawbe Aski Nation;
- To represent Nishnawbe Aski Nation on committees, boards and other councils as requested and approved;
- Assist in meeting core and proposal based approved work plan outcomes;
- To provide support and advocacy for First Nations individuals, communities and families when requested;
- To provide liaison and technical functions to the Education Committee, First Nations, Tribal Councils and Education Authorities as required;
- To attend education related meetings as required and/or requested;
- To organize and facilitate meetings or workshops on education issues;
- Prepare proposals and submissions, as well as activity and financial reports to carry out the activities of the Education department;
- Implement work plans and resolutions in accordance with NAN policies and procedures and funding terms and conditions;
- To provide technical policy support and liaison with respect to emerging education issues to the Director of Education as requested;
- To undertake research projects as required, and assist in developing communication and information materials;
- To draft correspondence, proposals, internal documents, and briefing notes under the direction of the Director of Education;

- To coordinate information exchange between the Director of Education, management and staff on matters which require attention and action including organizing meetings and teleconference calls;
- To review, summarize and analyze technical, policy and political reports and documents as required;
- To prepare briefing materials for the Director of Education when requested;
- Assist the Director of Education in the review, research, analysis and development of policy recommendations in relation to First Nations, federal and provincial government positions, policies and programs by:
  - Consulting First Nation partner organization and First Nations regarding the impact of existing programs and policies and potential implications of those proposed;
  - Considering First Nations' positions relative to government initiatives and by consolidating these various positions into one unified position where required;
  - Conducting research, analysis, evaluations and reviews in relation to government policies and procedures;
  - Identifying, researching, and analyzing emerging issues and trends;
  - Developing strategies/policies to deal with existing and proposed government policy, programs and legislation;
  - Developing position papers, memos, briefing notes, reports and submissions analyzing government initiatives and proposing alternative programs and policies;
  - Reporting to the Director of the Education Secretariat regarding government initiatives and proposed strategies to deal with these initiatives; and
- Perform other duties as required.

## **ACCOUNTABILITY:**

Reporting to the Chief Administrative Officer and the Director of Education, the Education Manager is an integral member of the Nishnawbe Aski Nation management team and is expected to effectively represent NAN in education matters with First Nations, Tribal Councils, regional and national First Nation education organizations and the federal and provincial governments.

The Education Manager is accountable to the Chief Administrative Officer for overall performance and to the Director of Education for day-to-day operations.

## COMPETENCIES AND QUALIFICATIONS:

### Candidate must possess the following skills and attributes:

The position demands an experienced individual with high level facilitation skills, communication skills and independent analysis together with extensive knowledge of NAN education issues. The academic and skills expectations are as follows:

- 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
- Ability to work effectively with others
- Demonstrated presentation skills
- Proven effectiveness in project management
- Ability to work in a close team environment with others
- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations
- Willing to travel as required
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset

**LOCATION OF WORK:** Thunder Bay

**PORTFOLIO:** Education

**CREATED /LAST UPDATED:** February 2023