

JOB DESCRIPTION

Education Partnerships Program Officer

Education

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. This position is well suited to a candidate who has effective interpersonal skills and works effectively as part of a team and independently.

DUTIES:

- Undertake the coordination and planning of all assigned workplan activities in collaboration with EPP Partners, communities, District School Boards.
- Plan, implement, evaluate, and report on assigned EPP initiatives in accordance with the objectives established for each initiative.
- Work collaboratively with the Ministry of Education and 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 Partnerships Table and NAN education department meetings.
- Deliver and facilitate presentations at EPP events, Partnership Table meetings, teacher conferences and workshops 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.
- Maintain and monitor project plans and schedules in collaboration with EPP partners and programs.
- Develop project strategies, assess progress, identify risks, and provide recommendations when requested.
- Ensure projects adhere to project guidelines and maintain appropriate documentation for all initiatives .
- Conduct research and collect data as required.
- Oversee and ensure that relevant materials are prepared and distributed to all project team members.
- Provide support as required to the NAN Education Committee and the NAN Education department.
- Other duties as required.

CROSS TRAINING: *n/a*

OTHER JOB REQUIREMENTS:

- Proven ability to work both independently and in a team environment.
- Ability to manage multiple priorities under pressure and meet short deadlines.
- Excellent problem-solving skills, analytical skills, and creative skills.
- Excellent time management skills and ability to set and meet goals.
- Excellent interpersonal skills and ability to maintain positive working relationships with others.
- Demonstrated knowledge and experience working with MS Office and other computer software programs.
- Driver's license would be an asset.
- Willing and able to travel as required.
- Criminal records check required.
- Fluency in a NAN dialect (Cree, Ojibway or Oji Cree) is an asset.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education:

- Post Secondary degree or diploma, preferably in Education, Humanities, or related field.
- Equivalent level of experience in a training or education-related position will also be considered.

Credentials: *n/a*

Experience:

- 2+ years related education work experience.
- Related work experience in project delivery and implementation.

Knowledge:

- Knowledge of First Nation education issues, challenges, and delivery models.
- Knowledge and understanding of First Nation and Ontario education systems.
- Knowledge and understanding of Indigenous culture and traditions within NAN territory is vital.
- Demonstrated research and report writing skills.
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations.

Effort:

- Work requires light physical effort or exertion.
- Predominantly desk work with prolonged sitting

- Work requires a moderate level of dexterity requiring minimum keyboarding speed of 45 wpm.
- Perform tasks that demand close attention to detail, precision or accuracy.
- Receiving detailed work instructions or information conveyed verbally.
- Participating in meetings with individuals or groups.
- Meet the demands of time pressures of frequent or multiple deadlines.
- Respond to priority requests. Tasks must frequently be reprioritized in order to respond to changing conditions or demands.

Working Conditions:

- Predominantly works in office but must attend planned, external EPP events.
- Frequently required to lift and move heavy materials.
- Willing and able to travel as required. This may include travel in vehicles, commercial or small 9 seat aircraft in all weather conditions.

Responsibilities:

- Responsible to work collaboratively with many external partners; communities, students and EPP Partners.
- Coordinate, implement and deliver workplan initiatives and activities on an ongoing basis.
- Decisions and actions are taken with reference to existing policy.
- Responsible to ensure the successful implementation and delivery of annual workplan activities.

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.

LOCATION OF WORK: Thunder Bay

PORTFOLIO: Education

CREATED /LAST UPDATED: March 7, 2023