
JOB DESCRIPTION

Territorial Coordinator

Education Department – Education Jurisdiction

SUMMARY:

The Territorial Coordinator will work in collaboration with the Education Jurisdiction program supporting the Education Jurisdiction Agreement Negotiations and Nation Rebuilding workplan activities with a focus on bringing awareness and understanding of the Education Agreement to the Participating First Nations. The Territorial Coordinator will be responsible for implementing and coordinating community consultation and engagement projects, developing strategies for Nation Rebuilding identified action plan items, collecting feedback, supporting community level workplans and activities for community-based coordinators, and meeting with First Nation Leadership, Local Education Authorities, Education Directors and members of the First Nations.

Summary of Duties

The Territorial Coordinator leads program activities within the program and is responsible for performing and taking into action the activities of the program. The Territorial Coordinator takes program-related direction from the Education Jurisdiction Manager.

This position is in day-to-day communication with the communities and can provide initial information or data stemming from the actioned activities.

- To support the Education Jurisdiction and Nation Rebuilding resolutions as mandated by the Chiefs of Nishnawbe Aski Nation.
- Assist in meeting core and proposal based approved Nation Rebuilding work plan outcomes in accordance with NAN policies and procedures and funding terms and conditions.
- To attend meetings as required and/or requested.
- To organize and facilitate meetings or workshops.
- Prepare proposals, submissions, activities related to Nation Rebuilding.
- Assist in the review, research, analysis and development of policy recommendations.
- Deliver presentations as requested.
- Liaise and strengthen relationships between First Nations, Tribal Councils, and Education Organizations; Input documentation as required through scanning for record keeping in SharePoint.
- Shop and track all purchases of supplies, meeting materials, gifts and gift cards.
- Participate in overall budget development and monitoring of expenses.
- Support the NAN chief's assembly, and NAN activities as required.

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- Review and summarize high level meeting notes to report back to management as part of de-briefing and/or future planning.
 - Coordinate, attend and participate in de-brief meetings.
 - Research, report writing, briefing notes, and presentation of information for Education Jurisdiction Manager when required.
 - To assist in preparing updates on the status of the issues and initiatives for the information of the Executive Council and the NAN Chiefs.
 - Continuous updates to sub-committees', advisory groups and, task teams' distribution lists.
 - Preparing department-related reports that can include statistical reports for manager review.
 - Undertake and complete assigned projects and duties independently and effectively.
 - Collect and analyze routine data from communities, partners, Program Officers, and Coordinators when required.
 - Complete all mandatory training assigned.
 - Perform other duties as required.

Other

Must have ability to run errands and attend meetings at various locations during working hours.

This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross training:

- This position is cross trained with another Program Coordinator and/or Program Officer if the position exists in the department to cover the following duties when requested:
 - Creating agendas and transcribe minutes
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director
 - Correspondence with internal and external partners that attend meetings, conferences etc.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College Diploma or equivalent combination of education and experience in a related field is required.

Credentials:

Not Applicable

Experience:

3 years of experience working in an office environment and 1-3 years of program-related experience is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- A good understanding and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircraft(s).
- Highway driving may also be required.

NAN CORPORATE SERVICES

100 Back Street, Unit 200
Thunder Bay, ON P7J 1L2
www.nan.ca

Phone (807) 623-8228
Fax (807) 623-7730
Toll Free 1-800-465-9952

- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the Education Jurisdiction Manager with further accountability to the Chief Administrative Officer for overall performance.

Salary

The salary for this position starts at \$55,983.20 per year (\$30.76/ hr).