



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Education Program Project Coordinator
Category: Full-time position
Salary: \$65,000.00 - \$70,000.00
Location: Kenora
Closing Date: August 21, 2025

Job Overview:

The Grand Council “Education Program Project Coordinator” supports the work of the Grand Council and assists the Administrative Office of Grand Council Administrative Corporate Services. The Education Partnerships Project Coordinator is a highly motivated, organized and results-oriented individual who works as a team member under the guidance and direction of the Grand Council Treaty #3 Education Director to implement and further the Treaty #3 Education Partnerships Project.

Duties and Responsibilities:

- Work independently and show initiative to perform with changing priorities and funding requirements
- Represent the Treaty #3 Education Partnerships project at technical working groups at the national, provincial, and regional levels as directed
- Strong interpersonal skills to effectively communicate the issues related to education-to-education administrators, community members and representatives, governmental/agency representatives, and all stakeholders to the project
- Coordinate and facilitate the Project Advisory Group meetings
- Implement and report on all project-related activities to the Project Advisory Group
- Assist with the development and implementation of project-related initiatives to enhance the tripartite partnership and their sustainment of the Memorandum of Understanding and Joint Action Plan for the Treaty #3 Education Partnerships Project First Nations
- Organize workshops/consultants/training sessions as required
- Liaise with the education representatives including First Nations, Ontario Ministry of Education (MOE), Indigenous Services Canada (ISC) and community service providers to develop effective working partnerships
- Maintain regular communication with the Education Director to ensure project reporting requirements are adhered to
- Provide mentorship/guidance to Project Facilitator through clear direction for Project Facilitator to increase the capacity for Focus Groups, be prepared to handle organizing regional sessions and conferences including fulfilling all reporting requirements and providing support as required
- Regular reporting to the Education Director and Chiefs Responsible for Education
- Routes or answers correspondence or inquiries related to the Education Partnerships program as required

- Coordinate and provide oversight for the monitoring of focus groups with the First Nation Education Directors
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly
- All other related duties assigned by your supervisor and the Leadership of GCT#3

Qualifications:

- Post-secondary education in social or education-related fields and/or an advanced specialization with two years' experience.
- Knowledge of Treaty and Aboriginal rights.
- Knowledge and understanding of issues related to Aboriginal peoples.
- Broad knowledge of First Nations Education system and Provincial Education practices.
- Experience with working and liaising with governmental and non-governmental agencies.

Working Conditions:

- Work week: 5 days, Monday to Friday, starting at 9:00am 4:30pm.
- Entitled to one hour of unpaid time for lunch and two paid fifteen-minute breaks.
- Frequently exposed to noise and a regular flow of people around the office.
- Frequently assigned to changing priorities.
- May be required to work extra hours and will receive compensatory time off.
- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check and child welfare check is required upon hiring.
- Must be able to travel on short notice. Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.

Please send cover letter, resume, and contact information of 3 references to the attention of:

Human Resources Department
 Grand Council Treaty #3
 P.O. Box 1720, Kenora, Ontario P9N 3X7
 Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.