



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position Title: Bilateral Engagement Coordinator
Position: Existing Position (Temporary Full Time Contract till August 31, 2027, with the possibility of extension)
Salary: \$65,000.00 – 70,000.00
Location: Kenora, ON – (In Office)
Closing Date: June 24, 2026

Overview:

The Grand Council Bilateral Engagement Coordinator supports the work of the Grand Council and assists with the Grand Council Treaty #3 Representative Services Inc. The coordinator is expected to actively participate in and coordinate national and provincial activities associated with the First Nation Lifelong Learning continuum.

Duties and Responsibilities:

- Attendance, engagement, and facilitation at relevant meetings and gatherings.
- Plan, organize and execute meetings and gatherings with First Nations and provincial school boards.
- Manage and oversee small projects, task team and budgets.
- Consolidate information and develop appropriate written reports and communications
- Educational policy and curriculum development.
- Liaise and strengthen relationships between First Nations, Tribal Councils, Provincial Territorial Organizations (PTOs), provincial education systems and INAC.
- Collaborate and share information in a dynamic team environment.
- 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 Grand Council Treaty #3.

Qualifications:

- Post-Secondary degree and/or demonstrated experience in the education field.
- Possess strong organizational and communication skills (verbal and written) and the ability to multitask.
- Knowledge of Treaty #3 First Nation traditions, cultures, and values; understand the history and relationship between First Nations and the Crown.
- Extensive understanding of the diversity among First Nations.
- Comprehensive understanding of both federal and provincial education systems, programming and policies.
- Self-motivated and able to work independently with limited supervision in a fast-paced environment.
- Experience with computer software applications, Word, Excel and PowerPoint.
- Valid driver's license and ability to travel when required.
- Anishinaabe language proficiency is an asset.

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

Human Resources Department

Grand Council Treaty #3

P.O. Box 1720, Kenora, Ontario P9N 3X7

Email: careers@treaty3.ca

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**