



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

INTERNAL / TREATY 3 COMMUNITY POSTING ONLY

This position is open only to internal GCT3 staff and Treaty 3 members. Applicants must identify their community. Not open to the general public.

Position Title: Education Program Project (EPP) Coordinator
Position: Existing; Temporary Part-Time Position (September 7, 2026, to March 31, 2028)
Salary: \$37.28 - \$40.24/hour (40 hours bi-weekly)
Location: Flexible
Posting Date: August 11, 2026
Closing Date: August 18, 2026

Overview:

The Education Program Partnerships (EPP) Coordinator supports the Administrative Office of Grand Council Treaty #3 Administrative Corporate Services by providing coordination, administrative, and program finance support for the Treaty #3 Education Partnerships Project. The EPP Coordinator is a highly motivated, organized, and results-oriented individual who supports project administration and financial reporting requirements. This role reports to the Grand Council Treaty #3 Director of Education and supports proposal development and reporting requirements identified by the EPP Advisory Group (partners).

Duties and Responsibilities:

- Project Coordination & Management.
- Stakeholder Relations & Communication.
- Program Development & Implementation.
- Administration & Reporting.
- Emergency Response & Adaptability.
- All other related duties assigned by the 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.
- Demonstrated experience in program finance, including budget development/monitoring, deferred revenue management, and financial reporting to support agreements and deliverables.
- Broad knowledge of First Nations education systems and provincial education practices.
- Experience working with and liaising with governmental and non-governmental agencies.

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.**