



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 Law Coordinator
Position: New Position
Salary: \$63,000.00 – 68,000.00
Location: Flexible
Posting Date: August 10, 2026
Closing Date: August 17, 2026

Overview:

The Education Law Coordinator supports advancing the Treaty #3 Education Law by coordinating and delivering community and regional engagements, supporting meetings and working groups (including the Education Law Task Force), and maintaining high-quality documentation and records. The role works with Treaty #3 communities, leadership, the Education Law Task Force, and education partners, and ensures engagement is completed in accordance with community protocols and confidentiality requirements.

Duties and Responsibilities:

- Coordinate and conduct community engagement sessions (in-person/virtual): scheduling, logistics, materials, facilitation support, and follow-up.
- Work with community-designated contacts to confirm engagement pathways and priorities.
- Support validation steps and prepare 'what we heard' summaries and briefing notes ect as directed.
- Support regional engagement sessions and assist with coordination of related events (planning, logistics, documentation, and follow-up).
- Gather engagement input using consistent tools and accurate note-taking.
- Compile findings into clear summaries/reports (themes, priorities, concerns, recommendations).
- Maintain strong filing, secure records management, and version control for all Education Law materials.
- Coordinate Education Law meetings and working groups, including the Education Law Task Force: agendas, meeting packages, minutes, action tracking, and follow-ups.
- Coordinate and track all communications related to Education Law engagement work (internal and external), ensuring timely responses and organized records.
- Monitor project milestones, coordinate deliverable deadlines, and proactively flag risks or delays.
- Support engagement with education partners and relevant organizations as directed and document outcomes.
- Perform other related duties as assigned by the Director of Education and/or GCT#3 Leadership.

Qualifications:

- Post-secondary education in social or education-related fields and/or an advanced specialization with two years' experience or equivalent experience.
- Broad knowledge of Anishinaabe education practices in Treaty #3.
- Understanding of Anishinaabe governance in Treaty #3 and the importance of Nation-led processes.
- Experience coordinating and conducting engagement sessions.
- Strong professional, organization, facilitation and documentation skills.
- Anishinaabemowin knowledge is 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.**