GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

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 with their community. Not open to the general public.

Position Title: Treaty#3 Lifelong Learning Coordinator
Position: Existing Position (Temporary Full-Time Contract till August 31, 2027)
Salary: $63,000 – $68,000
Location: Flexible – Kenora, Dryden or Fort Frances (In Office)
Posting Date: November 5, 2026
Closing Date: November 12, 2026

Overview:

The Grand Council "Treaty 3 Lifelong Learning Coordinator" supports the work of the Grand Council and assists the Grand Council Treaty #3 Representative Services Inc. The Coordinator leads community engagements and focus groups across the 28 Treaty #3 First Nations on learning at all ages and stages, from the early years through adult and Elder-led learning and is expected to actively participate in and coordinate provincial and national activity associated with the First Nation Lifelong Learning continuum. The work advances the Treaty #3 Education Law and the Anishinaabemowin and Traditional Knowledge priorities, is grounded in the guidance of Elders and Knowledge Keepers, and is funded under the Ministry of Education TPA-REPFEP agreement (2024-27).

Duties and Responsibilities:

- Plan, schedule and facilitate community engagements and focus groups with Treaty #3 First Nations on lifelong learning needs and priorities, and document what is shared.
- Work respectfully with Elders and Knowledge Keepers to support Elder-led and intergenerational learning, following cultural protocols.
- Attend and represent Treaty #3 perspectives to the First Nations Lifelong Learning Table (FNLLT) meetings as directed.
- Coordinate logistics, communications and materials for lifelong learning activities, and support the Director of Education in advancing project deliverables.
- Monitor expenditures against the approved project budget (Schedule D), including honoraria, travel and program costs, and flag variances.
- Prepare progress, financial and engagement reports for the Director of Education and funder requirements.
- Maintain records, files and contact lists within budget.
- Collaborate and share information in a dynamic team environment.
- Job duties may be reviewed and reassigned during an emergency, epidemic/pandemic situation.
- All other related duties assigned by your supervisor and the Leadership of Grand Council Treaty #3.

Qualifications:

- Post-secondary diploma or degree in education, Indigenous studies, public administration or a related field, or equivalent experience.
- Experience coordinating community engagement, projects or events; strong facilitation, organizational and communication skills (verbal and written) and the ability to multi-task.
- Ability to track budgets and prepare reports; proficiency in Microsoft Word, Excel, PowerPoint and virtual meeting platforms.

- Respect for community protocols and Elder guidance; satisfactory criminal record check.
- Self-motivated and able to work independently with limited supervision in a fast-paced environment.
- Valid driver's license and ability to travel when required.
- Knowledge of Treaty #3 First Nation traditions, cultures, and values, the Treaty #3 Education Law work, and the history and relationship between First Nations and the Crown an asset.
- Experience working with First Nations governments, education authorities or Elders an asset.
- Anishinaabemowin language proficiency an asset.

Please send a cover letter, resume, and contact information for 3 references (email preferred) 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 are committed to transparency in our hiring process and do NOT use AI in the screening process.**