



**KINOOAADZIWIN EDUCATION BODY  
REGIONAL EDUCATION COUNCIL COORDINATOR  
EMPLOYMENT OPPORTUNITY**

The Kinooaadziwin Education Body (KEB) supports Participating First Nations (PFN) in the delivery of their education programs and services. The REC Coordinator plays a key role in the implementation of the Master Education Agreement and the Anishinabek Nation Education Agreement. As a liaison between the PFNs and the KEB, the REC Coordinator enables regional education outcomes for students of the Anishinabek Education System. The REC Coordinator reports to the Culture, Programs and Standards Manager, and works closely with the Special Projects Coordinator.

**DUTIES AND RESPONSIBILITIES**

**First Nation Priorities and Needs Planning**

The REC Coordinator works together with the PFNs to identify regional needs and priorities. This includes but is not limited to identifying resources to support education service and delivery, developing work plans, reviewing priorities, and working collaboratively with Ontario District School Boards.

**Advocacy**

The REC Coordinator will support the PFNs of the Anishinabek Education System, in education-related advocacy and policy matters. Duties under this umbrella include promoting student success and well-being, supporting relationship-building, identifying emerging trends, and identifying opportunities for internal and external advocacy, among other things.

**Communications, Networking and Relationship-Building**

In order to establish and maintain strong partnerships, the REC Coordinator will prioritize relationship-building among the PFNs and other stakeholders. Within the overall priority of communications, the REC Coordinator may be responsible for duties such as planning and coordinating events, raising awareness of the AES among stakeholders, conducting community visits, establishing strong working relationships with AES partners, etc.

**Development of Regional Education Resources**

The REC Coordinator works with the PFNs in their respective REC to gather information about existing resources, including programs and services, human resources and resource materials, as they relate to the following areas: education, language, culture, health and social services. These resources are accessible to the PFNs of the region and maintained by the KEB on a regular basis.

**Reporting**

The REC Coordinator will ensure accountability to the deliverables of the Anishinabek Nation Education Agreement and the Master Education Agreement, and the overall goals and objectives of the KEB. This includes reporting to the Participating First Nations in regular REC meetings, as well as reporting to the KEB on project and work plan progress.

**Financial Administration**

The REC Coordinator will be responsible for the implementation of the REC budget. Within this capacity, the REC Coordinator may participate in the planning process to support the development of an annual budget for the REC, manage and report on fiscal matters related to the REC, and work closely with the Finance Manager.

**Coordination of AES Service Delivery**

With the collaboration of key KEB staff, the REC Coordinator will assist in the implementation of AES-based services and coordinate services for the First Nations in their region. This includes working collaboratively with

PFNs and the Special Projects Coordinator to implement projects and initiatives, soliciting feedback and REC input on various education matters, and assisting in the identification and development of services offered to the PFNs, as needed.

### **Other Duties**

As required, the REC Coordinator will perform other duties that support the overall goals and objectives of the KEB. The REC Coordinator may perform other duties for the PFNs in their regions, as approved by the Director of Education.

### **Requirements**

- Minimum five years of experience in a First Nations or provincial education or school setting
- Post-secondary diploma/degree in Education or a related field
- Extensive project management and budgetary experience
- Comprehensive understanding of First Nation issues and First Nations education
- Excellent verbal communications skills
- Excellent organizational skills
- Proven self-starter and self-motivator
- Ability to co-ordinate multiple tasks in a busy work environment
- Computer literacy (Word, PowerPoint, Excel, etc.)
- Strong interpersonal skills
- Dependability and reliability
- Flexibility and adaptability to changing circumstances
- Creativity and innovation
- Ability to travel
- Valid driver's license and a satisfactory criminal records check

### **Hours of Work**

The hours of employment are Monday-Friday, between 8:30 am and 4:30 pm. With notice, some overtime may be required on weekends or during the evenings.

### **Location**

This is a remote office position, and will be based in [Regional Education Council #4](#) (southern Ontario). Location to be determined in consultation with the REC #4 representative and with the successful candidate.

### **Closing Date**

Applications for this position will be accepted until 4:00 p.m. on **Tuesday, November 24, 2020**.

### **Applications\***

Please submit your resume and covering letter to:

#### **Andrea Crawford**

Senior Operations Manager  
Kinoomaadziwin Education Body  
Suite 100-132 Osprey Miiikan  
North Bay, ON P1B 8G5  
[andrea.crawford@a-e-s.ca](mailto:andrea.crawford@a-e-s.ca)  
705-845-3634 (phone)  
705-845-3637 (fax)

\* Preference will be given to members of the [Participating First Nations](#) or those of First Nation ancestry. Only applicants selected for an interview will be contacted.