



INDEPENDENT FIRST NATIONS ALLIANCE

SIOUX LOOKOUT OFFICE

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Job# 143 – Education Officer

Location: Thunder Bay, Ontario

Full-Time Permanent Position

Closing Date: June 6, 2024

Join Us in Empowering Indigenous Youth!

The Independent First Nations Alliance (IFNA) is seeking a dedicated and dynamic Education Officer to provide operational leadership and drive the growth of our education mandate. This role is crucial in ensuring the successful implementation of our strategic goals and objectives, particularly within our Academic, Wellness, and Residence programs and services. As the Education Officer, you will lead a multi-disciplinary team, collaborating with internal and external stakeholders to secure funding, grants, and resources. Your efforts will build capacity within the department and contribute significantly to the success of our programs.

Responsibilities:

1. Program Management:

- Develop and implement cultural programs integrating Academic, Wellness, and Residence services in alignment with IFNA's strategic priorities.
- Lead the Academic Team in developing and executing policies and actions to achieve program goals.
- Measure and report on program outcomes, financial performance, and overall success.
- Addresses and resolves resident concerns and conflicts in a timely and respectful manner, employing conflict resolution skills.

2. Department Leadership:

- Assist with providing operation leadership, motivation, and direction to the team.
- Assist the Director as needed in all other program funding applications and administration.
- Assist Director with staff management, budget management, communications, reporting, and service delivery standards within the Home Away Program and Education Department.

3. Financial Responsibility and Reporting:

- Under the direction of the Education Director develop and manage a budget, ensuring resources are allocated effectively and efficiently providing regular updates and measures of success.
- Coordinates the overall human resources and budget plans with Management team.



- Monitors and reports on education program outcomes and student achievement data and uses this information to inform program improvement to the Education Director providing weekly and monthly updates.

4. Community Partnerships:

- Collaborates and partners with the community, educators, government, and other stakeholders including community members, Chief and Council, Elders, and families to further enhance and identify priorities for development of Academic, Wellness, and Residence programs and services.

5. Other duties as assigned by the Education Director:

- All employees who work at IFNA cover for each other during vacation, if someone is away sick or if there are demands on the organization that require extra time and effort to complete. This means occasionally they may be required to do tasks outside the normal scope of their position.

Position Requirements:

- University Degree preferred, will accept experience.
- 3 years related experience in a leadership role in education administration.
- Experience working in a First Nations Community is required.
- Combination of related discipline and experience as determined by IFNA.
- Valid G class driver's license with clear drivers abstract and accessibility to a reliable insured vehicle.
- Ability to maintain a clear Vulnerable Sector Criminal Records Check.
- Strong leadership and management skills, with the ability to motivate and inspire a diverse team.
- Excellent interpersonal and communication skills, with the ability to build positive relationships with residents, staff, and community members.
- Demonstrated understanding and experience working within the Mental health, Wellness and Education sectors.
- Experience in community engagement and business development utilizing public relations and funding expertise is required.
- Demonstrated effective communication skills in verbal and written forms, skillful to foster the interpersonal relationships including effective negotiation, conflict resolution, and problem solving and decision-making skills.
- Demonstrate a passion for community economic and social sustainability.
- Understanding of Indigenous history, traditions, and beliefs with the ability to implement cultural values and practices within the delivery of services; Ability to speak one of the Indigenous dialects is an asset.
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.



Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Salary: \$70,000 to \$85,000

Why Join IFNA? Here, it's more than a job – it is a chance to part of a community-driver effort to uplift and empower our youth. You will have the opportunity to grow professionally, contribute to meaningful initiatives, and create lasting positive change.

We offer a full benefits package including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

If you are ready to make a tangible impact and support Indigenous youth on their journey, apply now! Your passion, skills, and commitment are exactly what we need.

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job # 143**. We look forward to welcoming you to our team!

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation