



## INDEPENDENT FIRST NATIONS ALLIANCE

### SIoux LOOKOUT OFFICE

34 Prince Street, Sioux Lookout, ON P8T 1K6

Toll Free: 1-888-253-IFNA

Tel: (807) 737-1902 | Fax: (807) 737-3501

## Job# 138 - Post Secondary Student Pathways Navigator

Location: Sioux Lookout, Ontario

Full-Time Permanent Position

Closing Date: May 30, 2024

Join Us in Empowering Indigenous Youth!

The Post Secondary Student Pathways Navigator plays a vital role in supporting post-secondary, training, and career initiatives for students in IFNA communities. This position involves mentoring on-reserve community members attending post-secondary/training institutions and fostering relationships with colleges, universities, and training programs. Reporting to the Education Director, the Navigator collaborates closely with the Education team.

### Responsibilities:

#### 1. Partnership and Communication:

- Cultivate positive relationships with colleges, universities, and training institutions.
- Facilitate recruitment of post-secondary students from IFNA communities.
- Provide ongoing support to post-secondary students, including logistics and connecting them with necessary supports.
- Conduct outreach activities to raise awareness of available programs and services.
- Assist in developing post-secondary and training opportunities within communities.

#### 2. Curriculum and Professional Development:

- Conduct workshops and orientation sessions addressing education and training needs.
- Ensure students are aware of and utilize available support services.
- Offer career exploration services and activities.
- Assist ongoing students with post-secondary services required for graduation.

#### 3. Reporting and Coordination:

- Prepare progress reports for the Education Director.
- Participate in regular team meetings.
- Assist in report preparation and data collection for pilot programs.

#### 4. Documentation and Communication:

- Maintain accurate daily documentation.
- Enhance home/school communication by sharing relevant information effectively.

#### 5. Professional Development:

- Attend training sessions to stay updated on best practices.



### Position Requirements:

- 2 years of related education work experience.
- Bachelor's Degree or equivalent experience in a training or education-related role.
- Knowledge of First Nation education issues and delivery models.
- Strong interpersonal skills for effective collaboration.
- Ability to work independently and in a team environment.
- Excellent communication skills, both written and oral.
- Strong facilitation skills.
- Class G Driver's license with 3 years of driving experience and clean driver's abstract.
- Vulnerable Sector Criminal Reference Check.
- Understanding of Indigenous history, traditions, and beliefs.
- Familiarity with Indigenous communities and organizations, preferably with experience in an Indigenous setting.

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

**Salary: \$50,000 to \$70,000**

**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](mailto:recruitment@ifna.ca) identifying **Job # 138**. 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*